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Policy Officer	Deputy Principal
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PERSONAL DEVICES POLICY

1. POLICY DETAIL

1.1 PURPOSE

This policy provides direction to students, staff and families about managing personal mobile phones and other digital devices that students choose to bring to school. Digital devices include, but are not limited to, smartwatches, tablets or laptops that are not part of a separate 'Bring Your Own Device' arrangement. This policy applies while students are at school, or attending an authorised school activity such as an excursion.

1.2 LINKS TO DEPARTMENT FOR EDUCATION POLICY

<https://edi.sa.edu.au/library/document-library/controlled-policies/social-media-schools-preschools-policy.pdf>

<https://edi.sa.edu.au/library/document-library/form/ict/mobile-communication-devices-user-agreement.pdf>

2. Mobile phone use for secondary school students

Our school recognises that there are legitimate reasons for students to bring a mobile phone or personal device to school. This may include:

- to ensure their safety while travelling
- so that parents can contact them outside of school hours

There will be instances where students will be given permission to use their phone and personal devices, by their teachers, as part of their learning. Students will be responsible for ensuring the safe and responsible storage of their phones during break times.

3. ROLES AND RESPONSIBILITIES

3.1 STUDENT

1. Comply with the requirements of the school's policy and follow all reasonable directions from Craigmore High School staff.
2. Take responsibility for phones, laptops or other devices they bring to school.
 - a. It is a criminal offence for mobile phones to be used to menace, harass or offend another person. In such instances, parents/carers will be contacted and advice from SAPOL will be sought. SAPOL may become involved in managing the incident.
3. Ensure mobile phones, headphones and other personal devices are switched off or on silent and placed in their bag or phone pockets at the start of every lesson.
 - a. Students must request teacher permission to use mobile phones, headphones or personal devices during learning time and only for purposes directly related to their learning. An example of this may be to take photos of their work for their portfolio of evidence.
 - b. Students are not permitted to be on social media sites during lesson time.
4. Leave mobile phone or personal device in their bag for the entirety of an examination or supervised assessment task.

- a. Mobile phone and laptop use during an assessment will be at the teacher's discretion and will be in line with an assessment mode being used to capture evidence of learning.
5. If students are permitted to use a mobile phone within the learning environment, they must do so in a safe, responsible, and respectful way and support peers to do the same.
 - a. Students must not use mobile phones or personal devices to photograph or video others without their knowledge and permission. This includes when providing evidence of learning for assessment purposes.
 - b. Students must not use phones or personal devices to photograph or video inappropriate content or film violent student incidents. Such actions will be managed using DfE policy and procedures.
 - c. Students must not disseminate any inappropriate or illegal material via a personal device. Such actions will be managed using DfE policy and procedures.
6. Hand phone to staff when in Student Reception for reasons other than signing in and out.
7. Ensure no phones are used within any toilet block or change room facility within the site or other site if on excursion. This includes during learning and break times.
8. Comply with the CHS Acceptable Use Policy signed by students and parents/carers during the student's enrolment meeting.
 - a. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

3.2 STAFF

1. Deliver learning opportunities and maintain a safe and productive learning environment. Take steps to minimise distractions from the non-educational use of personal devices in the learning environment.
2. Respond to instances of non-compliance within the learning environment in line with the ***CHS Responding to Behaviour that Disrupts Learning procedures***.
 - a. In the first instance, staff are to contact home if mobile phone use by a student/group of students is a persistent interruption to teaching and learning.
3. Make sure that any student personal devices handed in from their care are stored in a secure location and are returned to the student (or their parent/carer).
4. Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children.

3.3 PRINCIPAL

1. Make sure:
 - a. This policy is clearly communicated and accessible to all students, staff and families.
 - b. There is a process for regular review of the policy.
 - c. Secure storage is provided for student personal devices that are handed in to school staff and individual lockers or locks that the school provides for students to store their belongings are appropriately secure.
 - d. process is in place for monitoring internet and school network use by all members of the school community.
2. Enforce the school's policy and responses to instances of non-compliance.
3. Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.
4. Consider requests for exemptions from the school policy from parents, adult or independent students on a case-by-case basis. Make sure that approved exemptions are documented and that relevant staff are informed about students' exemptions.
5. Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children.

3.4 PARENT / CARER RESPONSIBILITIES

1. Support the implementation of the school's policy, including the consequences for non-compliance with the policy.
2. Use the school's formal communication channels in all instances to communicate with the school (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.
 - a. Student Reception (phone 8254 6522) is the appropriate point of contact for parents/carers, including where urgent contact needs to be made with students.
 - b. If your child contacts you because they are unwell, please direct them to speak to their teacher, who will send them to Student Reception.
 - c. If students need to be picked up from school, Student Reception will contact you.
3. Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible, and respectful way.

4. BRING YOUR OWN DEVICES

4.1 LAPTOP CARE AND OWNERSHIP

1. Students are expected to take good care of their laptops in relation to carrying, cleaning, storage and security, both on and offsite.
2. The student must bring the laptop to school fully charged every day. Chargers should be left at home.
 - a. Due to Work, Health and Safety regulations, chargers will not be permitted to be used at school.
3. The school retains formal ownership of any laptop purchased via the school until such time as all monies owing have been paid. Refer to *'Laptop Purchase Contract'*.
4. All material on all laptop devices (purchased via the school or otherwise) are subject to review by school staff.

4.2 DAMAGE OR LOSS OF LAPTOPS PURCHASED VIA THE SCHOOL

1. All laptops are covered by an extended 3-year, onsite warranty. The warranty covers manufacturer's defects. It does not cover damage, negligence or abuse.
2. Accidental Damage Protection Insurance (ADPI) can be purchased directly from Dell. (<https://www.dell.com/learn/au/en/aucorp1/legal~service-descriptions~en/documents~dell-ad-pds-disclosures-terms-australia.pdf>).
 - a. If an Accidental Damage Protection insurance policy has been purchased for your device, this insures against a wide range of accidental damage. Please note: Accidental Damage Protection insurance does not cover theft or loss of the device and it does not cover for damage by third parties, unknown causes, or neglect leading to damage.
 - b. If a laptop is damaged, the family will be required to pay the excess fee applied under the Accident and Damage insurance, which is generally \$55.00. The full Terms and Conditions are available as a download, Dell Accidental Damage Protection Insurance 2015.pdf from the Dell website.
3. Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the school.
4. All repair costs that are not covered by the warranty or Dell Accidental Damage Protection Insurance, if purchased, are the responsibility of the parent/carer.
5. All assessment of repairs is conducted by site-based IT technicians.
 - a. A referral to a Dell representative may be required in accordance with the device warranty or Dell Accidental Damage Protection Insurance.
 - b. The same rules apply to lost or damaged battery chargers.
6. If section 4.2.5 does not apply and a repair is required, parent/carer permission will be sought for any repairs that may incur a financial cost.
7. The response time taken for repairs is entirely dependent on parts availability. Timelines can vary significantly; however, students can access the laptop loan system if their device has been left with IT for repairs.

5. RESPONSES TO STUDENTS WHO ARE USING THEIR DEVICES INAPPROPRIATELY IN CLASS

5.1 PERSISTENT INAPPROPRIATE USE OF PHONES

- Students will be given the opportunity to put their phone away or lock their phone in a locker in the Wellbeing and Engagement Hub
- If students refuse to follow both instructions, a phone call home will be made to the parent/carer and further consequences will be implemented

5.2 PERSISTENT INAPPROPRIATE USE OF OTHER PERSONAL DEVICES

- Students will be reminded of appropriate use in accordance with this policy, the 'Cyber Safety User Agreement' and 'Acceptable User Agreement' signed during the student's enrolment
- If students refuse to follow instructions, a phone call home will be made to the parent/carer and further consequences will be implemented

5.3 ILLEGAL USE OF ELECTRONIC DEVICES

- Any student who uses an electronic device in an illegal manner will be referred to a member of the Executive Leadership Team
- SAPOL will be contacted, and advice sought on the management of the incident
- Parent/carer will be contacted
- School based consequences will be implemented

*In line with DfE policy and/or on advice from SAPOL, situations may require staff to direct students to isolate their electronic devices by locking them away in a secure place.