

# Open Access College student use of mobile phones and personal devices

Version 1.0 6<sup>th</sup> May 2021

## **Purpose**

This policy provides direction to students, staff and families about managing personal mobile phones and other digital devices that students have access to in school time. Digital devices include, but are not limited to, smartwatches, tablets or laptops that are not part of the technology provided or approved by OAC for learning. This policy applies during school hours, whether students are at school, at home, or attending an authorised school activity such as an incursion or excursion during school hours.

## **Use of personal devices for Open Access College students**

Open Access College is a distance learning school where students access their learning synchronously and asynchronously online. Open Access College provides each full time student with a loan laptop and it is this device that students will use for the majority of their learning. Students are also able to access learning using a mobile phone or personal device.

## **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.
- As an educational tool to support their learning

Students attending an incursion or other authorised school activity may access their personal devices with the permission of the teacher or supervisor.

## **Mobile phone use for primary school students**

The department's position is that primary aged students cannot use their mobile phones and personal devices at school during school hours. The department and the school recognise 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.

During the school day students are not permitted to access or use their mobile phones or other personal devices. Students must switch off or mute their devices before storing them at the beginning of the school day. They will not be able to access their device until the end of the school day.

If a student wishes to use a mobile device as their preferred learning tool or has need to use it for communication purposes during incursions and/or excursions an exemption must be sought from the school Principal or delegate.

## **Storage of personal devices**

During synchronous and asynchronous learning time supervisors should ensure students' personal devices, other than those required for the learning, are turned off and in a different room, out of reach of the student.

During an incursion or excursion students are expected to keep their mobile devices switched off or on silent and store them in their school bags.

### **If the student does not comply**

Misuse of personal devices will result in disciplinary action which includes but is not limited to a meeting with parents/supervisors to determine the most appropriate action.

### **Internet connection for personal devices**

If students are undertaking an onsite learning activity, they will be able to access the OAC network using their approved personal device.

### **Roles and responsibilities**

#### **Principal**

Make sure:

- this policy is clearly communicated and accessible to all students, staff and families
- there is a process for regular review of the policy
- processes are in place for monitoring internet and school network use by all members of the school community.

Enforce the school's policy and responses to instances of non-compliance.

Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

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.

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.

#### **School staff**

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.

Respond to instances of non-compliance in line with the school's policy.

Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent).

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.

#### **Students**

Comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff.

If permitted to use a mobile phone or personal device in line with this policy, do so in a safe, responsible and respectful way and support peers to do the same.

Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass or threaten another person.

Respect others' rights to privacy and do not take photos, film or audio records of other people without their knowledge or permission.

### **Parents**

Support the implementation of the school's policy, including the consequences for non-compliance with the policy.

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.

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.

### **Supporting information**

- Student Behaviour Management Policy
- Anti Bullying Harassment Policy
- ICT user agreements
- Laptop Loan agreement (form) Student

Please contact the College for a copy of these policies/ documents.

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**To be reviewed:** June 2022

**Review to be managed by:** Deputy Principal

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