



ELTHAM HIGH SCHOOL

POLICY DOCUMENT

Student Mobile Phone Management

INTRODUCTION

Eltham High School allows students to bring mobile phones to school. The school aims to provide clear information to the school community on the management of mobile phones at school.

PHILOSOPHY

Eltham High School aims to provide clear direction about mobile phone use to our school community that recognises the benefits of mobile phone use. However, we also acknowledge that the misuse of mobile phones within the school can be a cause of disruption and distraction for students and their classes.

The school recognises that young people use mobile phones and other electronic devices for a multitude of purposes, including management of their school program through the use of an online calendar. It is acknowledged that the proper use of mobile phones can be a valuable asset, support communication and also can be an aid to increase student safety. The school recognises that access to mobile phones aids communication during the course of the school day between students at school and their family and friends beyond school, but also recognises there needs to be clear directions on when and how this occurs.

The expectations of student mobile phone use at Eltham High School reference both the school's Teaching and Learning policies and also the Student Engagement policies. While this policy is directed at student use, there is an expectation that staff model appropriate mobile phone use.

POLICY STATEMENT

Expectations around mobile phone use by students at Eltham High School acknowledge the benefits of technology, including mobile phones, as a tool in engagement in their learning. They also identify the role of schools in supporting students to make decisions about using technology in a safe and productive manner.

GUIDELINES FOR IMPLEMENTING THE POLICY

The following guidelines have been developed to support the management of mobile phones at school including:

- Expectations for use in a classroom context
- Privacy considerations
- Expectations that the school community use the school procedures in relation to school-parent contact
- Responsible use of technology, including mobile phones
- Security of property

Expectations for use in a classroom context

Students at Eltham High School have permission to carry mobile phones with them at school but clear expectations are in place to ensure that they do not distract students from their learning. It is expected that students follow teacher instruction about use. Unless specific permission is given by teachers, students should not be using mobile phones in class. This includes making calls, sending SMSs, listening to music and accessing the internet for any purpose including the checking of COMPASS.

Teachers will discourage the use of mobile phones in the classroom for any purposes other than the support of the learning program.

Students should:

- Have their mobile phones switched to silent and out of sight during classes, unless given permission to use their mobile phone.
- Display courtesy, consideration and respect for others when using a mobile phone.
- Only use their mobile phones for communication before or after school, or during recess and lunch breaks.
- Ensure that their phones are always stored in a safe and secure place.
 - Note: Students can have access to a phone where there is a need to contact parents/guardians in an emergency.

Expectations about mobile phone use are communicated to students through a range of forums including assemblies, classes and school newsletters. If a student disregards these policy guidelines then the following process will be implemented:

Stage 1

If a student is not following school and teacher expectations in a class, the teacher will remind them of the expectations and direct the student to do what is expected.

Stage 2

If a student does not follow instruction, the teacher will ask the student to hand the mobile phone to the teacher for the remainder of the lesson. At the end of the lesson the phone would be returned to the student. At this point a conversation would be held with the student about the issues associated with their phone use, and any consequences would be managed by the teacher.

The outcome of the conversation between the teacher and student may lead to contact with the student's parent or guardian. This contact would be made by the sub-school coordinator, once a teacher has referred it on with an explanation of the steps that they have taken to resolve the issue.

Stage 3

Where a student refuses to follow the instructions outlined by the teacher, further actions will be taken by the teacher. The issue will be referred to the student's sub-school and the mobile phone will be taken from the student and placed in a secure location for the remainder of the school day. In the case of continued refusal to follow instructions, parent contact will be made and an after school detention put in place.

Refusal to engage in the above process will lead to the suspension of the student from school on the following ground:

'The student consistently behaves in an unproductive manner that interferes with the wellbeing, safety or educational opportunities of any other student.'

Grounds for Suspension

<http://www.education.vic.gov.au/school/principals/participation/Pages/suspensionconsiderations.aspx>

A return to school meeting will be held with the student and parent/ guardian to discuss inattention to study and disruption of the learning environment. Strategies to manage mobile phone use in future will be discussed and may include the student not having access to their mobile phone at school.

Expectations that the school community use the school procedures in relation to school-parent contact

Mobile phones must not be used to bypass school procedures in relation to school-parent contact. The school seeks the support of families in ensuring that the school is able to exercise its responsibility for the duty of care of students by ensuring that the school is made aware of issues that may arise.

Students are asked to inform a teacher in the first instance if they are feeling unwell or have a concern about issues that have arisen over the course of the school day.

The school asks parents who need to contact their children to confine their mobile calls to out of class time. Any parent who needs emergency contact with their child during class time can ring the school and the school will work actively to pass on the message.

Contact with parents in the event of illness or other urgent matter will be managed through the school office after a student has been referred to or attended sick bay for treatment or assistance. In support of this, the school's expectations are that communication in such instances is through the school rather than a student contacting a parent/ guardian in the first instance.

Privacy

Phones with video/photo functions are not to have any material that could be considered an invasion of individual privacy, capable of causing embarrassment to any member of the school community or that is pornographic, illegal or offensive. Such mobile phones are not to be used for this purpose during the school day or during any school event.

Mobile phones must not be used to record images of students or teachers or to make a recording of students' or teachers' voices without consent.

Prevention of bullying

The responsible use of technology as identified in this policy is supported by the Safe Connections Policy, Cyber Safety and ICT programs being implemented within the school.

Mobile phones are not to be used to harass others in the form of taking photos, videos or sending communications relating to members of the school community. Any evidence that the phone has been used for bullying or harassment purposes will be seen to be infringing the schools Prevention of Bullying Policy therefore will be treated as a serious offence.

Parents are encouraged to contact the police or other outside agencies if continual misuse of mobile phones outside school hours causes ongoing distress.

Security of property

It is the student's responsibility to ensure that any personal electronic devices brought to school are secured during the school day or during any school activity. The school accepts no responsibility for the loss, theft or damage to any personal electronic device.

The school seeks community support in the implementation of this policy.

BASIS OF DISCRETION

The School Council has responsibility for the establishment, evaluation and review of school policies. The School Principal has the responsibility to ensure that school policies are implemented effectively.

Minor changes to the policy (changes that will not affect the spirit of the policy) may be made at the discretion of the Principal.

The Policy Review and Evaluation process will recommend any major changes to the policy to School Council.

RELATED POLICIES

Safe Connections Policy
Prevention of Bullying Policy
Teaching and Learning Policy
Student Engagement Policy

School Policy and Advisory Guide – Mobile Phones

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx>

Grounds for Suspension

<http://www.education.vic.gov.au/school/principals/participation/Pages/suspensionconsiderations.aspx>

REVIEW

This policy should be reviewed every 3 years.

Date Endorsed: 19 / 10 / 2016

Executive Officer

Eltham High School Council

CONSULTATION PROCESS AND WORKING PARTY INFORMATION:

This policy was written by: Fran Mullins

Consultation has taken place with the relevant group(s) in the following list:

Group	Consultation ✓
School Operations Committee	
Staff	✓
Students (randomly selected group)	✓ (Principal's Advisory Group)
Parents (randomly selected group)	
Members of the Community	
Other (where relevant please specify)	
Planning and Policy Review Team of Council (Mandatory)	✓
School Council (Mandatory)	✓

