



# Woodville High School Policy and Procedures for Mobile Phones

Outlines the importance of schools as safe and supportive places of learning in which there are clear policies and procedures to address the use of Mobile Phones in Woodville High school.

<b>Ratification or Endorsement Dates</b>	
<b>Executive</b>	<b>25 May 2021</b>
<b>Governing Council</b>	<b>12 May 2021</b>
<b>Staff</b>	<b>9 June 2021</b>

<b>Next review date</b>	<b>2022</b>
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## Purpose

The purpose of this policy is to outline Woodville High School's policy and procedures relating to the use of personal mobile phones, and other personal mobile devices during school hours.<sup>1</sup>

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 arrangements. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

This policy is supported by our school behaviour support policy which is informed by restorative practices, and our school anti-bullying policy and our school ICT user agreement.

Our core values and graduate habits underpin this policy that applies while students are at school, or attending authorised school activities such as excursions, performances and overnight camps. Along with all other electronic devices, mobile phones in the classroom must not detract from the teacher's right to teach and the student's right to learn.

### Aim:

- To prevent mobile phones as a distraction in the classroom.
- For staff, students and caregivers to work in partnership to educate students in the appropriate use of mobile phones in and out of the classroom.
- The sound educational exploration of the positive aspects of using mobile phones as an enabler of learning and assessment.
- To ensure transparent and consistent responses to incidents of mobile phone misuse.
- To ensure that all reported incidents of cyberbullying by mobile phone are investigated appropriately and that support is given to both victims and perpetrators.

### Underlying principles and expectations:

- All members of the school community are entitled to a safe learning and working environment supporting Woodville High School to achieve its vision for learning and wellbeing.
- Woodville High School recognises that there may be legitimate reasons for students to bring a mobile phone to school. This may include to ensure their safety while travelling and to ensure parents can contact them outside of school hours in case of emergencies.
- Electronic devices must never be stored in a locker without a lock.
- Mobile phones are brought to school entirely at the owner's risk. Woodville High School takes no financial responsibility for any devices brought to school if they are lost or stolen, however we will investigate any issues regarding the security of mobile phones left in the holders at the front of the classroom and devices left in lockers with a lock.

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<sup>1</sup> Due to technological advancements current devices will be superseded. At this point in time other personal mobile devices includes Smart Watches and Apple Watches.

- Each member of the school community has a responsibility to ensure the responsible use of mobile phones
- Whole school procedures and practices are reviewed regularly to educate and reinforce positive use of mobile phones in the school and wider community.
- Mobile phones are switched off and out of sight, once students have entered Woodville High School classrooms. They may only be visible in a classroom if sanctioned by the subject teacher for educational purposes.
- Students are to place any visible mobile phones in the plastic holder provided in the classroom. If a student does not follow the teacher's instructions then the Student Behaviour Management policy will be enacted.
- Cultural, social, and personal identity is respected enabling Woodville High School to be free from cyber bullying and harassment that may occur from the misuse of mobile phones (see Countering Racism Policy & Policy and Procedures for cybersafety <sup>2</sup>).

**Procedures:**

**Roles and Responsibilities:**

**All members of the Woodville High School Community:**

- Work in partnership to ensure positive, caring and respectful relationships.
- The development and communication of a clear vision for the safe, supportive and respectful use of mobile phones at school and at home.
- Promote the positive and responsible use of mobile phones at school to promote the Schools Core Values and Graduate Habits.

**Executive Team**

Regularly and strategically manages the awareness about our school's expectations of mobile phone use:

- The enrolment and Induction process for Woodville High School includes our School Policies.
- Home Group teachers are proactive in highlighting the appropriate use of mobile phones and cyber-safety.
- Placing information in the staff and student handbooks, newsletters, staff and student bulletins, and highlighting expectations at staff meetings, parent meetings and student assemblies about the use of mobile phones at school.
- Ensuring that the Pathways curriculum covers key aspects of identification, eliminating, managing and coping with mobile phone misuse including; the taking of unwanted photographs and video, Cyber Bullying and Harassment,
- Refer incidences of ongoing and extreme inappropriate use of a mobile phone to Law Enforcement and/or other agencies if appropriate.
- Follow the schools Behaviour Management Policy.
- Executive members involved record warnings in Daymap and passing on relevant information to the caregivers in ongoing and extreme incidents of mobile phone misuse.
- Oversee the effective implementation of aspects of the policy relating to mobile phone use.

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<sup>2</sup> CYBER BULLYING

E-Crime occurs when a computer or other electronic communication device (eg mobile phones) are used to commit an offence, are targeted in an offence, or act as a storage device of an offence

Due to the evolving nature of Cyber Bullying specific sites and platforms can be developed and become very popular quickly and the disappear and be replaced by other tools in cyber space. This takes many forms and may involve websites, mobile phones, chat rooms, email, SMS and the uploading of pictures or video. It could involve the sending of threatening messages, communicating false pretences, forwarding of other student's private communication, establishment of websites designed to humiliate or the posting of humiliating messages or pictures

## **Responsibilities of subject teachers and Home Group teachers:**

- Teaching, staff modelling and promotion of explicit pro-social values and expectations for behaviour in accordance with the school values in the use of mobile phones.
- Be aware of the underlying principles of this policy and act to create a supportive teaching and learning environments which explicitly teaches the appropriate classroom use of mobile phones.
- All school staff must use the school internet in a safe and considerate manner and must follow the copyright and licensing laws with respect to software and ICT security and safety.
- Ensure students keep their mobile phones switched off and out of sight once in the classroom unless specifically asked by the subject teacher to use them as part of their learning.
- A teacher may after consultation and approval from the Learning Area Leader give permission for students to bring their mobile devices to an identified lesson for curriculum purposes.
- During these lessons the mobile phone must only be used for the purpose as outlined by the teacher
- Ask students to place phones in the plastic holders at the front of the room if they are in sight.
- Serious misuse of mobile phones is communicated to caregivers and reported to Year Level Managers for follow up.
- If inappropriate use of a mobile phone occurs the expectation is to follow the school's Behaviour Management Policy.
- Ensure relevant ICT Staff are aware of any student breaches of the ICT Code of Conduct and are alerted of inappropriate material accessible via the school internet/network.
- Consult with YLMs, Counsellors, Aboriginal Community Education Officer (ACEO), Aboriginal Secondary Education Transition Officer (ASETO), Aboriginal Education Teacher (AET), Bilingual School Service Officers (BSSOs), DP & AP of the reported and observed impact of mobile phone misuse on their students.

## **Responsibilities of Students:**

- Mobile devices must be switched off and out of sight during lessons, assemblies, meetings, excursions and study periods. Students are not to make or receive phone calls or text message during these times.
- Students must ensure that their phones are always stored in a safe and secure place. It is preferable that phones are stored in lockers with a lock at this time. Electronic devices must never be stored in a locker without a lock.
- Students who bring mobile phones (or other devices) to school must accept sole responsibility for their care. As with any other personal items, the school cannot take any responsibility for phones that are lost, damaged or stolen.
- Students should only use their mobile devices before or after school, or during recess and lunch breaks.
- Students who are unwell must report to the Student Office rather than phoning parents. A School Services Officer will administer first aid and/or contact parents.
- Students may not photograph or film individuals without their consent on their mobile phones.
- Students must not send threatening or harassing messages using mobile phones.
- The filming and uploading of any school interactions especially of any fights is illegal and could lead to legal action.
- Students must closely read the school's ICT Code of Conduct which they sign at enrolment and adhere to this agreement at all times.
- Treat all other people with courtesy, respect and participate in anti-bullying seminars and Pathways Program.
- Mobile devices are only to be visible in a classroom if sanctioned by the subject teacher for educational purposes.

- Be aware of what can be interpreted as harassing or bullying comments and behaviours through the use of mobile phones.
- Report any misuse of a mobile phone at school including photographing, videoing and cyber bullying and harassment.
- Take action when they observe others being bullied and be aware that inaction is a form of Cyberbullying which will result in consequences.
- Report all incidents of bullying/Cyber Bullying via the pages located on the school intranet and website.
- Strive to create and preserve a physically and emotionally safe environment.
- Be aware that victimisation or recrimination will result in further disciplinary consequences.
- Model appropriate use of Mobile Phones in the classroom.

### **Responsibilities of Parents/Caregivers:**

Woodville High School requests that caregivers do not contact students during lesson times on their mobile phones. Private phone calls should only occur during recess and lunch time .If a student feels they need to urgently contact home this must be negotiated with the subject teacher at an appropriate time.

Any messages that caregivers want to pass on to students can be done through our front office on 84459833

- Model courtesy and consideration of others and speak to children about what constitutes appropriate, responsible mobile phone use at school and in the home.
- Inform the school of any incidents of mobile phone misuse.
- Respectfully and confidentially support the school in addressing cyber bullying and harassment.
- To report incidence of cyber bullying and harassment to police or outside agencies if appropriate.
- At enrolment carefully read and sign the ICT Code of Conduct.
- Mobile phones are brought to school entirely at the owner's risk. This includes students taking mobile devices on excursions.
- Remind their children that mobile devices are only to be visible in a classroom if sanctioned by the subject teacher for educational purposes, if asked students are to place mobile phones in the provided plastic holders in the classroom.
- Electronic devices must never be stored in a locker without a lock.
- Be supportive and vigilant in monitoring student ICT usage outside of school.
- Engage in self-education of safe technology use via relevant government websites (i.e. [www cybersmart.gov.au](http://www.cybersmart.gov.au)) and/or [www.woodville.sa.edu.au](http://www.woodville.sa.edu.au).

### **Investigation of Misuse of Mobile Phones in the Classroom and Yard**

Staff manage the incident with non-judgmental assertiveness by:

- Providing a confidential place to hear the evidence,
- Support to the person who has made the complaint.
- Ask the student if they want to make a formal complaint of harassment to be recorded.
- Meeting with the alleged bully to gather and record further Pasificocean14 evidence.
- Collecting and recording documentary evidence from the complainant and issuing 1st warning if appropriate. Inform relevant YLM's, Assistant Principal/Deputy Principal.

## **Consequences:**

Students are to have their phones switched off and out of sight when they enter all Woodville High School Classrooms **If the student has their mobile phone visible in the classroom, they are asked to place the phone in the mobile phone holder by the teacher and this is recorded in Daymap in the second instance in 1 term.**  
**If the student refuses the teacher gives student a second warning, if refusal continues student can be sent to Time Out Room or Buddy Class for Years 8 and 9.**

## **Consequences for serious misuse of a mobile phone**

*In cases of breaches of ICT Code of Conduct, including Cyber Bullying and eCrime, students may have their school technology rights reviewed. This will be conducted in line with the DfE Cybersafety” Keeping Children safe in a Connected World guideline.*

In instances requiring further support, a contract of behaviour is written and signed by each student, stating the behaviours that each wants the other to stop.

## **Legal aspects:**

Staff, students or parents/caregivers might regard an offence as warranting police involvement. A police report must be made by the parents/caregivers attending a police station for this purpose. In these circumstances, a student may be suspended in addition to pending police action, to maintain the wellbeing of the victim and the good order in the school, in line with SBM procedures and Department for Education standards.

*Cyber Bullying and e-Crime are illegal; the school may involve police support if appropriate.  
Parents are encouraged to report Cyber Bullying of their son/daughter to the police.*

## **Record keeping:**

- Records are to be kept in Daymap recording date and lesson of the student’s refusal to place their mobile phone in the holder.
- Written records of restorative meeting are recorded in Daymap with clear goals recorded for the student
- Ongoing deliberate refusal to put mobile phones in holders may lead to suspensions in this case AP/DP or Year Level Managers (YLMs) staff are to document the incident in EDSAS detailing the offence as “student interfered with teaching”.