



# Secondary Student Use of Mobile Phones and Personal devices (MPPD)

This procedure sets out the framework, guidelines and obligations regarding MPPD

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## Secondary Student Use of Mobile Phones and Personal Devices (MPPD)

### Purpose

This policy provides direction to students, staff and families about managing personal MPPD and other digital devices that students choose to bring to school. Digital devices include, but are not limited to, phones, smart watches or tablets.

Laptops and computers are part of a separate "Bring Your Own Device" (BYOD) arrangement and are managed by the acceptable use of digital devices policy. The MPPD policy applies while students are at school or attending an authorised school activity, such as an excursion during school hours.

By setting expectations for the permissions of personal use of digital devices and what is or not permitted in the learning environment, it enables student's to form habits of use that differentiate between appropriateness of use.

### Mobile phone use for students at Urrbrae Agricultural High School

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, (DfE p2 Student use of mobile phone).

Currently the school endorses the use of MPPD during school hours for learning based activities, but there are considerations staff, students (all year levels) and families must be aware of. These are:

- MPPD must remain switched off and out of sight during lesson times, or stored in lockers
- **Permission** must be sought from the staff first before using the phone within a classroom. If no permission has been sought the phone can be confiscated.
- No use of MPPD on the farm unless permission given
- Permission must be sought from the class staff prior to using headphones.
- No use of headphones when walking around the school, particularly the farm and Technology for WHS reasons
- No inappropriate use of phone (texting, using non-related school apps, inappropriate material).

All of these infractions can result in the phone being confiscated and handed to Administration placed in an envelope and marked with the student's name. Mobile phones are available at the end of the day from Administration.

Year 12 study is not supervised. For students in Year 11 Study Periods the same conditions apply as a normal classroom. This is due to study periods being supervised by a staff member. Therefore permissions must be sought around the use of MPPD in study.

This policy takes effect from 8:40 am every day and concludes at 3:20 pm (Wednesday at 2:35pm).

Currently the school does not have a MPPD policy during recess and lunch and students are permitted to use their phones during this time. The exception is that no MPPD are to be used on the farm during lunch except with staff permission.

All students are expected to use appropriate manners and professionalism when seeking permission for any phone usage.

When students are on camp or excursion they are permitted to have a MPPD if specified by the organising staff member. Students are still restricted in their use unless permission has been granted

### Mobile phone use for secondary school students involved in Agricultural Studies

Different permissions or restrictions apply for students who are undertaking Agricultural Studies. The mobile phone procedures are specific to the Urrbrae Agricultural High School Site. The conditions are as follows:

- Years 7-12 are only permitted to use their MPPD on the farm with permission of the supervising staff member. If permission has not been granted then a consequence under the behaviour management policy will apply.
- Students from different sites undertaking study at Urrbrae Agricultural High School must also comply with permissions and restrictions of mobile phone use.

## Mobile phone use for secondary school students involved in Technological Studies

No use of MPPD in workshops for WHS reasons. Any exceptions please see Learning Area Coordinator.

### Storage of personal devices

Currently students choose to scarry their MPPD, therefore make the choice to manage the consequence. Students in the Middle school have a lock supplied for their lockers. Students in the Senior school who store phones in their locker **must** supply their own lock from home. Students are encouraged to supply a padlock to ensure greater safety of their locker. (DfE p3 Student use of mobile phone)

The school does not cover accidental loss or damage to MPPD bought to school by students. (DfE p4 Student use of mobile phone).

### If the student does not comply

Misuse of MPPD may result in disciplinary action which includes but is not limited to lunch detention through to suspension, (see Behaviour Management Procedures).

For repeated breaches the application of SBM will occur.

If MPPD are confiscated, then they are confiscated for the day and may be collected at the end of the day from Student Administration. If a phone is confiscated, then parent/carer can contact the school in an emergency. Students are to present their ID card to Administration when collecting their phone. This is to ensure the student is collecting the correct phone. Phones are in a secure location within Administration.

## Roles and responsibilities

### School Leadership will ensure that:

- The MPPD policy is clearly communicated and accessible to all students, staff and families
- A regular review of the policy occurs
- Secure storage is provided for student MPPD that are handed in to school staff and Administration.
- The school provides individual lockers that enables students to store their MPPD securely
- Processes are in place for monitoring internet and school network use by all members of the school community.
- The school's policy is enforced and the school responds to instances of non-compliance.
- Reporting and responding to incidents of inappropriate use of personal devices is in line with department policy and procedures and any legislative requirements.
- School considers requests for exemptions from the school policy from parents, carers or independent students on a case-by-case basis. The school makes sure that approved exemptions are documented and that relevant staff are informed about student exemptions.
- Staff model appropriate use of MPPD and support families to understand the importance of promoting safe, responsible and respectful use of MPPD to their children.

### School staff will ensure that they:

- Deliver learning opportunities and maintain a safe and productive learning environment and the development of responsible MPPD usage.
- Take steps to minimise distractions from the non-educational use of personal devices in the learning environment, or create a classroom environment free from distractions caused by personal use of devices
- 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 DfE policy and procedures and any legislative requirements
- Make sure that any MPPD confiscated is taken to Student Administration for safe storage. Therefore, stored in a secure location and are returned to the student (or their parent/carer) at the end of the day

- Model appropriate use of MPPD and support families to understand the importance of promoting safe, responsible and respectful use of MPPD to their children.

**Students will:**

- Comply with the requirements of the school's policy.
- Follow all reasonable directions from any school staff
- If permitted to use a MPPD 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 not use a mobile phone or other personal device to bully, harass or threaten another person.
- Respect others' rights to privacy and not take photos, film or audio records of other people without their knowledge or permission.

**Parents/Carers will:**

- 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).
- Recognise the important role they play in supporting their child to use their MPPD in a safe, responsible and respectful way.

## Communication and review

Consultation has been undertaken with students through extended homegroup programs and the broader school community through School Council. Consultation and review takes place in Term 3 every third year to ensure the policy is up to date.

The policy can be accessed from the website under the Parent Information tab.

## Exemptions

Any exemptions considered should be directed to the Principal or their delegate on a case by case basis. Approved exemptions will be documented accordingly (Daymap, One Plan, Health Care Plan or Wellbeing Plan).