



Personal Mobile Devices Policy

2019

PURPOSE

To explain to our school community Hopetoun P-12 College's policy requirements and expectations regarding the safe and appropriate use of personal mobile devices by students, at school or during school activities.

SCOPE

This policy applies to:

1. All students at Hopetoun P-12 College including travelling to and from school; and
2. All personal mobile devices that have not been approved by Hopetoun P-12 College and/or classroom teacher for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

DEFINITIONS

Personal mobile devices are portable computing and communication devices, including but not limited to, smartphones, tablet computers and smart watches.

POLICY

Students are permitted to bring personal mobile devices to school. There are sound safety, curricula, extra-curricula and social reasons for student to bring these devices to school.

IMPLEMENTATION

Mobile devices use

Mobile devices are brought to school at the student's risk. Neither the Department nor the school will provide compensation for personal mobile devices which are lost, stolen, damaged or destroyed at school. Students are responsible for their personal mobile device. Schools do not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school.

During school hours mobile devices must be on silent and carried on student's person or left in a safe place.

Students must not text, answer or use the device at any time during lesson time, assemblies or other school events unless expressly given permission by the teacher-in-charge. Further, mobile devices must not be visible during these times.

Students are permitted to access their personal mobile devices during lunchtime and recess only, unless otherwise authorised by a supervising teacher e.g. where mobile devices may be used for e-learning or other learning activities.

Students may use their personal mobile devices with headphones in class if the teacher-in-charge gives permission to do so.

Camps:

The camp organiser will decide as to whether mobile devices can be taken on the camp. If so, the organiser must establish usage rules which students must observe.

Hopetoun P-12 College will provide students and their parents and carers with information about items that can be brought to special activities and events (e.g. camps, sports events, excursions, visits) including personal mobile devices.

Privacy

Students must display courtesy, consideration and respect for others when using personal mobile devices.

Students must respect the privacy of other students at all times when using and/or accessing personal mobile devices.

Students need to be aware of privacy laws, the issues involved in sharing personal mobile devices and issues which may arise in device-to-device contact such as airdrop.

Personal mobile devices must not be used:

- To disrupt the learning of self or other students.
- To disrupt the teacher during their teaching or supervisory duties.
- During class or assemblies or in any way that disrupts learning when not required for learning purposes.
- To send inappropriate, harassing or threatening messages or phone calls
- To engage in inappropriate social media use including cyber bullying
- To capture video or images of people, including students, teachers and members of the school community without their permission
- To capture video or images in the school toilets, changing rooms and gym.
- In SACs, exams or any form of assessment task at school unless specifically authorised by the teacher in charge.
- In a situation that puts students, teachers or themselves at risk e.g. using machinery in the TTC.
- Any other incidents or usage deemed inappropriate for our school values.

Consequences of Inappropriate Use

Hopetoun P-12 College will take appropriate action against any student who:

- Uses a personal mobile device inappropriately;
- Photographs or films other individuals without their consent;
- Photographs or films others with their permission but the images are inappropriate and contravene school rules, policies or legal obligations.
- Sends harassing or threatening messages.
- Is caught using a personal mobile device in exams or assessments.

Students who use their mobile device inappropriately may be issued with consequences consistent with our school's *Student Wellbeing and Engagement* and/or *Bullying Prevention* policies.

In some circumstances (such as Level 2 or Level 3 incidents), a student's mobile device may be confiscated and stored securely at the school office for the student to pick up when school finishes for the day, unless the personal mobile device has been held for investigative purposes (e.g. a police incident). Parents will be notified if a personal mobile device has been confiscated and a record of the incident will be kept on Compass.

Exemptions

A student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, please contact the Principal or Assistant Principal.

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement Policy (2016)*
- *Student Behaviour Policy (2019)*
- *School Policy and Advisory Guide: [Students Using Mobile Phones](#)*
- *Cyberbullying Prevention Policy (2017)*
- *Child Safe Policy (2019)*

- *School Policy and Advisory Guide*
- *[School Policy and Advisory Guide: Ban, Search and Seize Harmful Items](#)*

CONSULTATION:

7 May – discussed at staff forum.

7 May – 10 May – discussed with Year 8 and 9 students

16 May – discussed by SRC – changes given to Principal.

16 May – draft policy updated and given to SRC for further discussion.

20 May – copy of revised policy distributed to staff inviting comment.

24 May – copy provided to SRC for discussion

30 May - draft policy tabled at Policy Committee and recommended to Council for approval.

12 June – approved by School Council

This policy was last ratified by School Council on: 12 June 2019