



Review Date:	March 2019
Authorised by:	Principal
Contacts:	Head of Senior School
Locations:	SS2/MyS/SW

## **MOBILE PHONE AND OTHER PERSONAL ELECTRONIC DEVICES ACCEPTABLE USE POLICY (Students)**

### **1. RATIONALE**

Most students today have access to a wide range of personal electronic entertainment and telecommunication devices including mobile phones and smartwatches. Somerville House (the School) is aware that parents provide their daughters with a phone to be used in emergencies and to impart urgent information.

The School recognises that use of electronic devices can be incorporated appropriately and to good purpose into the learning program.

However, the use of mobile phones, and other 'smart' devices at school can

- be disruptive to learning
- discourage positive socialising and verbal communication
- pose risks of theft, invasion of privacy and the safety of students, and
- increase the risk of students receiving unwanted bullying and harassment or unwanted offensive material.

The purpose of this policy is to

- ensure that students use mobile phones and other personal 'smart' devices appropriately and responsibly on school premises and at school related activities
- make students aware of legal requirements and socially acceptable behaviours related to the use of such devices
- outline the School's requirements with regard to acceptable use of these devices by students during the school day and in the boarding house
- outline student responsibilities with regard to the security of their equipment; and
- outline the consequences if students breach the guidelines.

This policy should be read in conjunction with the School's *Anti-Bullying Policy* and the School's *Acceptable Use of ICTs Policy*.

### **2. SCOPE**

This policy applies to all students while they are on the School campus or involved in School related activities off campus.

### **3. POLICY STATEMENT**

3.1 Middle and Senior School students may only use mobile phones before and after school, and during recess and lunch breaks in locker areas, unless expressly permitted to do otherwise by School staff.

Exceptions may be permitted only in exceptional circumstances if the parent/guardian specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to the Dean of Students.

Junior School students must hand in the device to their classroom teacher on arrival and collect it at the end of the School day.

3.2 The School will not be responsible for the care and safekeeping of mobile phones or other devices. It will not be responsible for replacing devices, which may be lost, stolen or damaged while at school, including if this happens while travelling to or from school.

3.3 Consequences for students breaching the rules will be an after school detention.

#### **4. REFERENCES**

##### 4.1 References to Other Policy

- *Acceptable use of ICTs Policy*
- *Anti-Bullying Policy*
- *Behaviour Management and Discipline Policy*
- *Student Code of Behaviour*

##### 4.2 Legislative and Other References

- *Anti-Discrimination Act 1991 (Qld) Child Protection Act 1999 (Qld)*
- *Disability Discrimination Act 1992 (Cwlth)*
- *Human Rights and Equal Opportunity Commission (HREOC) Act 1986 (Cwlth)*
- *Australian Student Wellbeing Framework (Cwlth 2018)*
- *Racial Discrimination Act 1975 (Cwlth)*
- *Racial Hatred Act 1995 (Cwlth)*
- *Sex Discrimination Act 1984 (Cwlth) Staff and Family Handbook*
- *Privacy Act 1988*

#### **5. RESPONSIBILITY AND DELEGATIONS**

##### 5.1 Students (Day)

- Use mobile phones and personal electronic devices (including those with Bluetooth functionality) in accordance with the acceptable use requirements.
- Abide by the School Code of Conduct.
- Ensure the safety of the device by following the rules about security.
- Report any non-acceptable use of device(s).

##### 5.2 Students (Boarders)

- As outlined above for day students.
- Comply with the specific Boarding House requirements for use of mobile phones and personal electronic devices including smartwatches as outlined in the Boarders' Handbook.

##### 5.3 Parents

- Use the relevant Sub-School reception as the point of contact for urgent messages.
- Emphasise to their daughter that the phone is only intended for contact with them in emergencies.
- Monitor their daughter's mobile phone usage, including the number of text messages and when they are being sent to ensure the texting is not occurring during the school day.
- Monitor the use of other electronic devices and how they are being used.

##### 5.4 Staff

- Ensure classroom and playground supervision is diligent.

- Should seek approval and notify staff if there is a need to use a mobile phone for educational purposes
- Ensure students are aware of and understand:
  - what is required with regard to the use of mobile phones and other 'smart' devices
  - that mobile phones are to be placed in lockers upon arrival at school
  - that messages may be checked in the locker room during morning tea and lunch but students are not to loiter in the locker rooms
  - what are the consequences for not using these devices appropriately.

## 6. SCHOOL REQUIREMENTS AND PROCEDURES FOR STAFF

### 6.1 Middle and Senior School Students

#### 6.1.1 Non-acceptable usage

Non- acceptable uses of mobile phones and other 'smart' electronic devices by students may include, but not be limited to, those outlined below.

#### **(UNLESS A STAFF MEMBER HAS AUTHORISED THE USE OF A PARTICULAR DEVICE FOR A SPECIFIC PURPOSE AT A SPECIFIC TIME)**

##### 6.1.1(a) All students must not

- take mobile phones or other personal electronic devices into classrooms (this excludes smartwatches), or the Library or to any other school learning sessions during scheduled lessons times (unless in Middle School and Senior School a teacher has received approval and given explicit permission for its use for an educational purpose)
- wear devices as attachments to any school clothing
- wear smart watches during examinations or internal assessment.
- Access email, social media or other banned sites using a smart watch during lessons.
- record, in any format, teacher conversations or discussions with students, class lessons, personal conversations or daily activities
- use devices to cheat
- access Internet music and/or other forbidden or inappropriate websites
- download inappropriate or banned materials
- use chat rooms or social media sites while at School
- use vulgar, derogatory or obscene language while using a mobile phone or other devices
- engage in personal attacks, bully or harass another person via phone or other devices
- message or display or transmit unapproved images of, or private data concerning, any other person
- use mobile phones or other devices in an anti-social or exclusionary manner
- use mobile phones or other devices to contact other students during classtime
- use mobile phones or other devices to contact students at other schools while at school
- use someone else's device and pretend to be that person
- use phones or other devices to take photos in the change rooms or locker rooms, or
- take photographs of any other student/s or staff without their express permission.

Students who are aware of any other student using a device in a non-acceptable manner should report it to a staff member

If students are wearing and listening to electronic entertainment devices while travelling to and from school, they have an added responsibility to be aware of traffic and other people around them. It is recommended that they do not wear earphones in both ears while travelling to remain alert to auditory warnings.

6.1.1(b) Boarders while in the Boarding House must also not

- bring personal laptops, personal televisions or more than one mobile phone into the Boarding House
- use mobile phones during Prep, dinner or after lights out, and/or
- use laptops on the bed or anywhere else except on the desk provided.

Boarders may have and listen to music on an electronic device including their phones in the dormitories, provided it has earphone attachments or is at low volume and that it is at the permissible time.

Years 6 to 11 Boarders must ensure mobile phones, laptops and other electronic items including smartwatches are locked away, for charging at "Quiet Time" before lights out.

## 6.2 Security

Students are responsible for the care and safekeeping of any electronic or telecommunication device brought to school.

6.2.1 Junior School students must hand in the device on arrival and collect it at the end of the school day from their classroom teachers.

6.2.2 Senior School and Middle School students must store their devices in their locked lockers during the day.

6.2.3 Senior School and Middle School students can only use their phone in their locker area during breaks if there is an urgent need to do so. Students must not loiter in locker areas or access their lockers and phones during any scheduled lesson time.

6.2.3(a) All students should

- ensure their devices are clearly named
- use passwords/pin numbers to ensure unauthorised calls or use of their devices for communication by others is not possible; and
- keep any passwords/pin numbers confidential.

6.2.4 Consequences for breaching the rules

Students breaching the policy will incur disciplinary action commensurate with the nature of the breach. Unauthorised use will result in confiscation for the rest of that day and an after school detention.

6.2.5 Other consequences may include but not be limited to

- detention
- withdrawal of privilege for a period of time
- suspension
- termination of enrolment, and/or
- police action.

## 6.3 Procedures for Staff

- 6.3.1 Ensure classroom supervision is diligent and students do not bring mobile phones into the classroom in Junior, Middle and Senior Schools. Senior School and Middle School teachers may give explicit permission for the use of a mobile phone in their class for an educational purpose but students need to return their phones to their lockers immediately after that lesson.
- 6.3.2 Ensure students are made aware of the School's rules and expectations, etiquette for using such 'smart' devices and consequences if they breach the rules.
- 6.3.3 Confiscate immediately any device which a student is using inappropriately or illegally and deliver, with a report of the incident, to the Assistant Head of Junior School (Pastoral) or Head of Year or Dean of Students who will determine the disciplinary action to be taken.
- 6.3.4 Any students accessing their phone outside of the guidelines will receive a detention. Any further breach will result in the student being put on a *Mobile Phone Management Plan*.
- 6.3.5 Provide the copy of the detention slip to the relevant Head of Year or for serious breaches to the Head of School.
- 6.3.6 Boarding Supervisors should collect mobile phones and laptops from Years 6 to 11 boarders prior to "Quiet Time" for overnight securing and charging.

## 7. DEFINITIONS

**Electronic entertainment and telecommunication devices:** are devices such as smartphones, smartwatches, iPads, laptop computers, cameras or voice recording devices, tablets or similar.

**Use of mobile phones:** means using any or all its functions (e.g. voice, texting, taking photos, video or sound recording, use of skype, access to and downloading from the internet, transmitting images, footage etc.).

**Smartwatch:** a mobile device with a touchscreen display, designed to be worn on the wrist.

## 8. ATTACHMENTS

NIL