

# Student Use of Mobile Phones & Personal Devices Policy

Effective Date	8 May 2023
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Supersedes	
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Policy Owner	Principals
Policy Authoriser	Head

## PURPOSE

Trinity College acknowledges the widespread ownership and usefulness of mobile phones and devices. They are effective communication tools and can provide peace of mind for parents when their children are travelling to and from school. Access to mobile phones and personal devices must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

Trinity College aims to provide a safe and stimulating learning environment for all students. The purpose of this policy promotes:

- safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
- classroom environments where teachers can teach, and students can learn, free from distractions caused by personal use of devices
- use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers
- the safe-keeping of these valuable items which can easily be lost, stolen or damaged in the school environment

It is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful and responsible digital citizens.

## SCOPE

Mobile phones and personal devices include:

- mobile phones and smart phones
- smartwatches\* and other wearable devices that can send and/or receive calls and messages and/or connect to an internet network
- earphones/earpods (except when used with a BYOD device for educational purposes)
- laptops, iPads, tablets (that are not owned by the school, and were not brought to school by the student under a separate BYOD agreement)
- any other digital devices with capability of connecting to a cellular communication network, the internet, or both

\*Smartwatches can be worn during the school day, as long as they are placed in aeroplane mode.

This policy provides instructions about managing student use of mobile phones and personal devices:

- upon arrival at school and during school hours
- when students are undertaking authorised school activities, including co-curricular activities and off-site camps and excursions

This policy does not apply to any school-owned technologies or learning devices that are approved to be brought to school under a separate Bring Your Own Device (BYOD) policy.

The College does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds. Mobile phones and personal devices are brought to school at the owner's own risk. No liability will be accepted by the College in the event of loss, theft or damage of the device(s).

## **PARENT COMMUNICATION WITH THEIR CHILD**

The School Front Office is the first point of contact for a parent to have a message relayed to their child, even in the event of an emergency.

If a student has a concern at school, it is dealt with at school through the Pastoral Care system. Matters will be dealt with by the Pastoral Care Team, in the school context, and parents notified accordingly.

## **STUDENT USE OF PERSONAL DEVICES AT SCHOOL**

- Mobile phones and personal devices must only be used by students at the conclusion of lessons for the school day.
- When students arrive at school, mobile phones and personal devices are to be turned off or put on silent/aeroplane mode and stored away in line with the school or sub-school's instructions. Depending on the school/year level, this could be:
  - stored at the School Front Office
  - in a secure storage location in the classroom
  - locked away in a locker or school bag
  - out of sight, on the person (Year 11 & 12 students only)
- Students may be given permission by the Principal or class teacher to use their devices during the school day under the following circumstances:
  - to monitor or help manage a health condition, such as diabetes
  - for a negotiated adjustment to a learning programme for a student with disability or learning difficulties
  - specific extenuating personal circumstances
  - an ad-hoc specific, agreed learning purpose
  - to listen to music when appropriate
  - before school, at recess or lunchtime to communicate with part-time/work placement employers, parents, external education providers (Year 11 & 12 students only)
- Schools will provide specific instruction regarding student use of personal devices when on excursions, camps and trips.

## **Tests and Exams**

- Mobile phones and personal devices must not be taken into tests or exams (even if they are turned off or on silent/aeroplane mode).
- During tests and exams, smartwatches are removed and collected by the teacher.

## Camera Phones

Students must not photograph or record any person without their express consent.

Phone cameras are not to be used within the school grounds (unless permission is given by the classroom teacher for the reasons listed below).

With teacher permission and supervision, mobile phone cameras could be used in the classroom, in the following situations:

- to take photos of white boards
- for a specific lesson requirement, eg. Digital Photography, Music, PE

## SAFE AND RESPONSIBLE USE OF DEVICES

While this policy is specific to managing student use of personal devices while they are at school, we know that most children and young people are also using digital technologies at home (and by extension, internet-based services including social media and gaming). Therefore, it is essential that schools and families work in partnership to support students to develop the skills needed to live and work in an increasingly digital world safely, responsibly, and respectfully.

This includes recognising how and when it is appropriate to use devices for personal and recreational purposes, and the importance of also going 'offline' each day to participate in physical activity and play, get quality sleep, be fully present in face-to-face social situations, and spend time doing other enjoyable things like reading, creative arts, and being outdoors. Balancing screen time with these other important activities is critical to promoting physical and mental health, social and emotional wellbeing, and healthy development for children and young people.

Incidents of misuse or illegal use of personal devices may be in relation to:

- bullying and harassment
- transmission of explicit images
- photographing, recording or uploading inappropriate content

## Student Reminders

1. Treat others the way you want to be treated. Speak with and treat someone online as you would speak with and treat them face-to-face.
2. Remember that everything you post is public; it doesn't matter whether or not you delete the post, if you've published it, it's traceable. When you post things online, you're creating a digital footprint.
3. Don't post a picture or video of someone else without their express consent (this means they have told you that you can post it). Even if you do have their consent, ensure the picture you are taking is not inappropriate.
4. Protect yourself. Do not post photos of yourself or others whilst at school or wearing your school uniform.
5. Phones must never be used in any change room or toilet.
6. Report anything that you are concerned about.

## RESPONSES TO NON-COMPLIANCE

1. If a student is observed using a mobile phone or personal device inappropriately at any time before school or during school hours, the device will be confiscated for the remainder of the day and the student will be issued with an Infringement, in line with the Student Behaviour Policy.
2. If a student's device is confiscated for a second time in a term, then the Advocate, Head of House or class teacher will inform the parents. An Infringement will be issued, and the item be confiscated for the remainder of the day.

3. If a student's device is confiscated for a third time in a term, then the Advocate, Head of House or class teacher will contact home and inform the parents that the student will be required to hand in the item at the Front Office when they arrive at school each day and will be able to collect it at the end of the school day. In addition, an Infringement will be issued, and the item confiscated for the remainder of the day. The length of this arrangement will be decided by the Head of Pastoral Care and Head of Middle/Junior School or Head of Wellbeing.
4. Reports of all incidents of misuse of mobile phones and personal devices will be recorded and retained on the student's file.

### **RELATED POLICIES AND RESOURCES**

[Bullying Prevention and Intervention](#) including Cyberbullying

[Student Child Safe Policy](#)

[Student Child Safety Code of Conduct](#)

[Student Use of Social Media](#)

[Harassment \(Student Against Student\)](#)

[Student Behaviour Policy](#)

[BYOD Acceptable Use](#)

[eSafety Commissioner](#)

[Education Department Student use of mobile phones and personal devices policy](#)