

# Brooks High School Use of Mobile Phones and Personal Devices by Students at School Policy

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Ratified by Brooks High School Association: 17<sup>th</sup> March, 2020

## 1. Purpose

To provide schools with support and additional information on the requirements for implementing the Department of Education policy on the *Use of Mobile Phones and Personal Devices by Students at School*.

This document should be read and developed in association with the Department of Education policy on the *Use of Mobile Phones and Personal Devices by Students at School*.

## 2. Policy Statement

The Department of Education does not permit the use of mobile phones by students in Tasmanian Government Schools unless for the approved exemptions outlined below.

It is important to note that it is not a requirement at Brooks High School for students to have a mobile phone or their own personal device from home (e.g. Bluetooth devices, tablets, etc.) at school.

For the purpose of this policy every time the word mobile phone is used, this relates to all IT devices bought from home.

Brooks High School recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their child/children with mobile phones. This policy details the restriction and management of mobile phones at Brooks High School.

### CONDITIONS OF USE

- Students choose to bring their mobile phones at their own risk. The school will take no responsibility for the theft, loss or damage of a mobile phone.
- Students must not use mobile phones from the start to the end of the school day: this means as soon as students enter school grounds their phone must be switched off and in their bag.
- Phones will be appropriately stored until the end of the school day.
- Students with 'smart watches' must have them set to 'aeroplane mode'.
- Bluetooth earphones are banned and will be confiscated till the end of the day.
- Mobile phones must be switched off and stored in student bags, student's lockers or in the phone safe provided in each double classroom of year block from the start of the school day, to the end of the school day.

## 3. Exemptions

Requests for exemptions must be submitted to the Assistant Principal for consideration.

Brooks High School students may only use their mobile phone for an **approved** exemption as listed below:

- For students with health conditions where a mobile phone is used to monitor the condition.
- For students who are young carers.
- For students experiencing extenuating circumstances other than the above, where agreed by the principal or their delegate.

### COMMUNICATION WITH STUDENTS DURING THE SCHOOL DAY

- While at Brooks High School, students are the responsibility of the school. All communication between parents/carers and students, during school hours, must occur through the school office.
- Brooks High School has a duty of care for all students while they are at school. All communication between parents/carers and students, during school hours, must occur through the school office.

## 4. Non-compliance with this policy

- Non-compliance with this policy will be managed in accordance with the school's Respectful Student Behaviour Policy.
- Any phones and/or headphones (including earbuds) seen during school time will be confiscated until the end of the day.
- If a student's phone is confiscated during block 4 it must be handed in for the next school day.
- If a student is caught using a mobile phone in the PE changerooms and/or toilets it will be an automatic External Suspension. (As students bring their bags to PE, students will be able to put their mobile phone in the PE staffroom safe for the duration of the PE block.)
- Any posting to social media and/or sending forward content will be a double strike
- All offences - recorded in MYC/SYC Mobile Phone OneNote, with the fourth offence requiring contact home and the fifth being an external suspension.
- Refusal to abide by the consequences outlined will be the same as for other uncooperative, disruptive or defiant behaviour as per Brooks High School Behaviour Management Policy. Refusal to hand over mobile phone and /or headphones can result in a one-day external suspension.
- It should be noted that it is a criminal offense to menace, harass or offend another person. The school may refer alleged incidences to the police for investigation. In such cases, the parent/carer would be notified immediately.

### ROUND ONE

First offense	Phone confiscated until end of school day
Second offense	Phone confiscated until end of school day
Third offense	Phone confiscated until end of school day
Fourth offense	Phone confiscated until end of school day and parent informed
Fifth offense	1-day external suspension

### ROUND TWO

First offense	Phone confiscated until end of school day
Second offense	Phone confiscated until end of school day and parent informed
Third offense	2 days external suspension
Every subsequent offence	2 days external suspension

All offenses will be recorded in MYC/SYC One Notes.

## 5. Supporting information

### STORAGE OPTIONS

Schools must determine an appropriate storage approach for student mobile phones in consultation with their School Association.

Schools may use a range of storage and student mobile phone identification approaches that are appropriate to the context of their school's mobile phone policy and management procedures.

Storage (student, classroom or school office)

- Mobile phone is kept in student bags and switched off.
- Mobile phone is kept in student locker (with door locked) and switched off.
- Mobile phone is kept in clear plastic snap lock bag with name clearly marked on bag and placed in phone safe and switched off.
- Mobile phone is handed in to school office and kept in clear plastic snap lock bag with name clearly marked on bag and switched off.

## 6. Definitions

### Mobile phone

Is a mobile device with access to a cellular (telecommunications) system, with or without a physical connection to a network. This includes smart watches, tablets, and associated listening accessories, such as, but not limited to, headphones and earbuds.

### Responsibilities: Must and May

- The word 'MUST' is to be interpreted as being mandatory.
- The words 'is to' and 'are to' are to be interpreted as directory (highly recommended).
- The word 'may' is to be interpreted as being discretionary or enabling as the context requires.

### School hours

The official start time of the school day - 8:50am, to the official end time of the school day - 3:00pm.

## 7. Legislation

- Secretary's Instruction No 3 for Unacceptable Behaviour of Students and Volunteers at, and Visitors to, State Schools or School Activities
- Secretary's Instruction No 4 for Suspension, Exclusion, Expulsion or Prohibition of State School Students

Internal Information Only\*

**Authorised by:** Jodee Wilson, Deputy Secretary Support and Development

**Contact:** Curriculum Services [curriculum@education.tas.gov.au](mailto:curriculum@education.tas.gov.au)

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