



Mobile Phone and Electronic Devices Procedures

Rationale:

Picton High School understands that mobile phones are an integral part of modern society and has established the following acceptable use of mobile phones and electronic devices guidelines to provide instructions for parents, carers and students in the appropriate use of these during school hours. These guidelines may also extend to school travel, excursions, camps and extracurricular activities. Current research suggests that distractions from mobile phones lead to decreased educational engagement.

Aim:

- To focus on teaching and learning in the classroom and minimising distractions.
- To develop responsible use of technology and use digital technology in positive ways to create productive learning environments

Technology use adheres to the values of PICTON Code

Pride

Integrity- *To maintain positive personal values*

Compassion- *Not to use mobile phones to bully or harass others. Not distract others from their learning*

Trust

Ownership- *Be responsible for the wellbeing of yourself and others*

Networked- *Build positive relationships with others using electronic devices*

Procedures:

Mobile Phones:

(These procedures can also apply to use of tablets, iPads, laptops, portable game devices and smart watches)

- Student mobile phone ownership is at the discretion and responsibility of parents/carers. Students bring mobile phones and electronic devices to school at their own risk. Parents/carers are requested not to call students on their mobile phones during class time but to call the school office on 46771242 for all communication purposes. Students using mobile phones in class cause disruption to learning.
- Mobile phones may be used appropriately before school, on lunch breaks, bus bay and travelling to and from school
- Mobile phones are not to be used in the classroom unless specifically instructed to by their teacher as part of a teaching and learning experience
- Phones are to be kept out of sight and on silent during all classes
- Charging of mobile phones is not permitted at school in classrooms, corridors, staffrooms, hall or Senior Study

- Students are not to use their devices to record or photograph other students or teachers at school unless permission is granted by the Principal (unless as part of the formal learning process, after which all photos/videos are to be deleted from personal devices once submitted as classwork)
- Mobile phones and other devices are not to be used to bully, intimidate, abuse, threaten or harass others
- Mobile phones and devices are not to be used to take or transmit inappropriate images that may be considered child abuse material
- If devices are brought to school camps and excursions, this is at student's own risk and they are not to be used if there is teaching and learning, other activities or instructions being given.
- Students may listen to music in break times, however, headphones are to be completely removed during class time and when being addressed by a staff member.

Social Media

- Social media can be defined as all social networking sites including but not limited to: Facebook, Instagram, Twitter, Blogs, You Tube, Tumblr and Snapchat
- The school community is expected to respect the rights and confidentiality of others and give due respect to the reputation and good name of the school
- When using these sites members of the school community are expected that they do not:
 - impersonate or falsely represent another person
 - create fake accounts using other students or staff members
 - bully, intimidate, abuse, threaten or harass others
 - make defamatory comments
 - use obscene or offensive language towards others
 - post content that is hateful, threatening, pornographic or incites violence against others
 - harm the reputation of Picton High School within its community
 - share photographs or videos that may be considered child abuse material by the police

Breaches of these guidelines

Staff should remind students at the start of each lesson that phones and devices should be switched off or on silent and out of sight unless staff state an explicit educational use of the phone in that period

- It is the responsibility of all students to report the misuse of mobile phones/devices
- Police will be contacted if the misuse of these devices requires the school to do so. In these circumstances the school has the right to confiscate the device and hold it securely until police instruct the school to return the phone
- Minor breaches of these guidelines may result in the use of the school welfare and discipline policy where faculty and head teacher work with parents/carers to monitor mobile phone/device usage
- Incidents to be recorded on Sentral
- Staff members are not to confiscate phones from students as this means they assume responsibility for the phone and its contents
- Repeated breaches should be referred to the Deputy Principal to follow up

Other documents

https://www.det.nsw.edu.au/media/downloads/about-us/how-we-operate/legal-issues-bulletins/number_35.pdf

Evaluation

This policy will be reviewed as part of the school's three year review cycle.