

# Student use of mobile phones and personal devices



**Brighton  
Secondary  
School**

Updated October 2024

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## Scope

This school policy is implemented in line with the Department for Education's [Student use of mobile phones and personal devices policy](#), which applies to all government schools. This document provides direction to students, staff, and families about managing personal devices that students choose to bring to school.

For the purposes of this policy, **personal devices** include mobile phones, smart watches and other digital devices that are capable of sending or receiving messages or calls and/or able to connect to the internet, and personal laptops or iPads that are not owned by the school and have not been brought to school by the student under a separate Bring Your Own Device (BYOD) agreement. By extension, wireless headphones are also not permitted during the school day. Wireless headphones includes AirPods and any other ear or headphones that have a wireless or Bluetooth connection.

## Rationale

With the widespread and increasing ownership of mobile phones and other devices among students it is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful, and responsible digital citizens.

It is the Department for Education's position that access to personal devices during school hours must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

The aim of this policy is to help promote:

- 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.

## Personal devices at school

Students are permitted to bring personal devices to school:

- as a measure to ensure their safety while travelling to and from school
- so that parents and part-time employers can contact them outside of school hours
- so they can be contacted about a person under their own care, where applicable
- to be used during school hours in line with an exemption that has been approved by the school under this policy.

While students are at school, or attending school activities, they must comply with any reasonable directions given by school staff in line with this policy regarding their personal devices.

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The Department for Education's policy requires all students at all department schools to **keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions.**

By extension, wireless headphones are also not permitted between the start and the end of the school day.

Students will not be able to access their personal devices or wireless headphones at any time during school hours, unless they have received an approved exemption from the school to use the device headphones for a specific, agreed reason. This means both physical access and remote access (e.g. connecting with the personal device via hotspot or using paired headphones).

## **Storage of personal devices at school**

Students who bring their devices and wireless headphones to school are expected to store them off and away in their personal locker. This includes taking off and storing any wearable technology that fits the definition of this policy, such as smartwatches.

Lockers must be locked using the school supplied keypad lock/padlock, or the student's own padlock. The school takes no responsibility for personal devices brought to school.

Mobile phones, personal devices and wireless headphones that have been confiscated during the school day will be stored in a named envelope inside a locked cupboard in the Front Office.

## **Responses to non-compliance**

Where students use a personal device or wireless headphones at school without an approved exemption, or use them inappropriately, a response will be provided in line with the school's behaviour support policy.

At Brighton Secondary School we implement positive behaviour for learning approach to respond to off-task or non-compliant behaviour.

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## Mobile phone, device and headphones non-compliance processes

Behaviour	Teacher response
Positively participating in learning and the school community by adhering to the mobile phone policy	Encourage and reinforce expected behaviours Acknowledge positive choices
Student has their mobile phone, personal device or wireless headphones with them in class or in the yard	<ol style="list-style-type: none"><li>1. Remind student of the policy and expectations</li><li>2. Request student to surrender their device/headphones</li><li>3. Student places the device/headphones in named envelope</li><li>4. Take the envelope to the Front Office</li><li>5. Front Office staff will enter a confiscation record in Daymap</li><li>6. Student collects the device/headphones at the end of the school day</li></ol>
Student has breached the mobile phone policy on a previous occasion during the current term	<ol style="list-style-type: none"><li>1. Remind student of the policy and expectations</li><li>2. Request student surrender their device/headphones</li><li>3. Student places the device/headphones in named envelope</li><li>4. Take the envelope to the Front Office</li><li>5. Front Office staff will enter a confiscation record on Daymap</li><li>6. Front Office staff will contact parent/caregiver to collect device/headphones</li><li>7. Subsequent breaches of the policy will result in YLL follow up</li></ol>
Student refuses to surrender device/headphones	<ol style="list-style-type: none"><li>1. Contact Active Roaming Duty leader or Yard Duty Supervisor for support</li><li>2. Students who continue to refuse will be given a Take Home for the remainder of the day</li><li>3. Further incidents of student refusal will result in a suspension from school</li></ol>

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Where a student's misuse of personal devices or wireless headphones is serious, it may be necessary for the school to consider responses in line with the department's suspension, exclusion, and expulsion of students' procedure, or to contact South Australia Police if the behaviour is suspected to be illegal.

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## Exemptions

### Exceptional circumstances

Individual students may have extenuating reasons for needing access to their personal device or use wireless headphones during school hours, such as where:

- the device or headphones are used to monitor or help manage a health or wellbeing condition.
- the device or headphones are a negotiated adjustment to a learning program for a student with a disability.
- the student has extenuating personal circumstance, e.g primary carer to a family member.

Parents and carers must contact the relevant Year Level Leader to discuss or apply for an exemption for their child using the BSS Exemption Application Form.

Exemptions will only be granted in exceptional circumstances as outlined above and require approval by the Principal. Students who have been granted an exemption can only use their personal device or wireless headphones for the specific purpose for which the exemption was granted.

Exemptions, if approved, will be recorded on the Brighton Secondary School Learner Management System (Daymap) and an Exemption Card will be issued to the student and is expected to be carried at all times.

## Roles and responsibilities

### Principal

- Make sure:
  - The school's policy has been endorsed or ratified by governing council and is clearly communicated and accessible to all students, staff, and families
  - there is a process for regular review of the school's local policy
  - secure storage is provided for student personal devices that are handed in to school staff and individual lockers or locks that the school provides for students to store their belongings are appropriately secure
  - processes are in place for monitoring internet and school network use by all members of the school community
- Enforce the policy and responses to instances of non-compliance.
- Consider requests for exemptions from the policy from parents or independent students due to exceptional circumstances on a case-by-case basis. Make sure that approved exemptions in this category are documented and that relevant staff, including temporary relief teachers, are informed about students with an exemption.
- Model appropriate use of mobile phones and support school staff to do the same. Support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children.
- Report and respond to incidents of inappropriate or illegal use of personal devices in line with department policy and procedures and any legal requirements.

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## School staff

- Deliver learning opportunities and maintain a safe and productive learning environment. Take steps to minimise distractions from the non-educational use of personal devices in the learning environment.
- Respond to instances of non-compliance in line with the school's policy.
- Report and respond to incidents of inappropriate use of personal devices and wireless headphones in line with department policy and procedures and any legal requirements.
- Ensure students who are given permission to access their personal device or wireless headphones use them appropriately and only for the specified purpose and store their personal devices and headphones away after the exempted activity has concluded.
- Make sure that any student personal devices or headphones handed in for their care are stored in a secure location and are returned to the student (or their parent) by the end of the same school day.
- Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children. Use mobile phones for work-related/emergency purposes only when students are under their care.

## Students

- Comply with the requirements of this policy and follow all reasonable directions from the principal and school staff.
- Switch all personal devices off, or into flight mode, on arrival at school each day and store it and wireless headphones away as specified in this policy.
- If permitted to use a mobile phone, personal device or wireless headphones in line with an exemption under this policy, do so in a safe, responsible, and respectful way and support peers to do the same.
- Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass, or threaten another person.
- Respect others' rights to privacy and do not take photos, film, or audio records of other people without their knowledge or permission.

## Parents

- Support the school's implementation of this policy, including the consequences for non-compliance.
- Encourage their child not to bring a personal device or wireless headphones to school unless necessary. Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds (however, claims may be met under the department's public liability insurance where the loss or damage can be attributed to a negligent act or omission on the part of the school – the school will contact the department for advice if this may be the case).
- Use the school's formal communication channels in all instances to communicate with the school or to contact their child during school hours (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.

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- Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible, and respectful way.

## Supporting links

Please refer to our [School Policies](#) for further information.

## Communication and review

This policy has been developed in consultation with the school community including students, staff, parents and Governing Council and will be reviewed at the end of Term 4, 2025

## Questions, concerns, and further information

This policy has been implemented by the school in line with the Department for Education's 'Student use of mobile phones and personal devices policy'. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department's website: [Mobile phones and personal devices at school \(education.sa.gov.au\)](https://www.education.sa.gov.au/mobile-phones-and-personal-devices-at-school).

If you have any questions or concerns about the department's policy, you can contact the department at:

**Email:** [education.customers@sa.gov.au](mailto:education.customers@sa.gov.au) or submit an [online feedback form](#)

**Phone:** Free call: 1800 088 158