



**Plympton
International
College**

普林顿国际学校

*Centre of excellence
for R-12 learners*

学前班 - 12年级学生的卓越教育中心

Secondary student use of mobile phones and personal devices

PLYMPTON INTERNATIONAL COLLEGE

Purpose

This policy provides direction to students, staff and families about managing personal mobile phones and other digital devices that students choose to bring to school. Digital devices include, but are not limited to, smartwatches, tablets or laptops that are not part of a separate Bring Your Own Device arrangement. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

Mobile phone use for secondary school students

Our school recognises that there are legitimate reasons for students to bring a mobile phone or personal device to school. This may include:

- to ensure their safety while travelling
- so that parents can contact them outside of school hours.

Students at Plympton International College are not permitted to use their mobile phones during class time, unless specifically negotiated with the teacher for the purposes of learning.

- Secondary students are required to keep their phones in their lockers. They are able to access these at recess and lunch time.

Storage of personal devices

Mobile phones can be stored in the student's bag in their locker and not in their pencil cases/ pockets/ classroom. These lockers are secured through a lock and key that the students provide themselves. They are not allowed to be brought to class.

If students are unable to store their mobile phones securely, they can be stored at the front office until the end of the day.

Students bring Mobile Phones to school through their own choices. Plympton International is not responsible for any damage to, or theft of the device.

If the student does not comply

Outline:

- If students do not comply with the policy, mobile phones can be confiscated by the teacher to be stored at the front office. They can be collected at the end of the school day by the student or their parent. Parents will be contacted if their phones are confiscated.



Consequences for non-compliance will be in line with behaviour development policy in relation to refusal to follow a reasonable request.



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Internet connection for personal devices

Students are not to use school internet connection for their personal mobile devices.

Roles and responsibilities

Principal

Make sure:

- this policy is clearly communicated and accessible to all students, staff and families
- there is a process for regular review of the 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 school's policy and responses to instances of non-compliance.

Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

Consider requests for exemptions from the school policy from parents, adult or independent students on a case-by-case basis. Make sure that approved exemptions are documented and that relevant staff are informed about students' exemptions.

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.

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 in line with department policy and procedures and any legislative requirements.

Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent).

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.





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Students

Comply with the requirements of the school's policy and follow all reasonable directions

From the Principal and school staff.

If permitted to use a mobile phone or personal device in line with 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 implementation of the school's policy, including the consequences for non-compliance with the policy.

Use the school's formal communication channels in all instances to communicate with the school (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.

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.

Communication and review

Outline:

- The Plympton International College Secondary Use of Mobile Phones and Personal Devices policy has been developed in line with Department for Education policy, including consultation with the schools ICT committee and endorsed by the Governing Council.
- The policy can be accessed at the college website and reviewed every 2 years. Next Review: May 2023.

Supporting information

For further information around use of mobile devices please see:

- Plympton International College behaviour support policy
- Plympton International College anti-bullying policy
- Plympton International College BYOD policy, ICT user agreements.



