



PROCEDURE: Technology

UPATED: 2022

REVIEWED BY: Senior Executive

Northlakes High School Acceptable Use of Mobile Phones and Ear Pods

1. Purpose

- 1.1. The widespread ownership of mobile phones & ear phones/pods among young people requires parents, students, schools and teachers to take steps to ensure they are used responsibly at school, on excursions, camps and co-curricular activities. This Acceptable Use procedure is designed to ensure potential issues involving mobile phones can be clearly identified and addressed, whilst allowing for the benefits mobile phones may provide and ensuring that they can be enjoyed by students for educational use.
- 1.2. Northlakes High School has established an Acceptable Use procedure for mobile phones & ear phones/pods that provides teachers, students and parents with guidelines and instructions for the appropriate use of mobile phones during school hours.
- 1.3. Students and their parents or guardians should read, understand and agree to abide by the Acceptable Use of Mobile Phones procedure so students are clear on the permitted use and possible consequences of misuse of mobile phones in school.

2. Rationale

Why there is a need for procedures specific to mobile phones & ear phones/pods?

The use of electronic devices in our society today is very high. Whilst we all enjoy the benefits of having this powerful device, the negative impact on our mental health and wellbeing is becoming increasingly clear.

Most of us check our phones 85 times per day. In a Stanford University study of cognitive control in media multitaskers, they found frequent interruptions; kill prioritisation, decrease work quality, drains energy, increases stress, hampers creativity, and shrinks and rewires your brain.

- 2.1. Northlakes High School accepts that parents give their children mobile phones to protect them from everyday risks involving personal safety and security. It is acknowledged that providing a student with a mobile phone gives parents reassurance that they can contact their child if they need to speak with them urgently outside of school hours.
- 2.2. Parents are reminded that the school office remains the preferred point of contact and school staff will ensure students are contacted quickly and assisted in the appropriate way consistent with our duty of care.
- 2.3. We all share a responsibility to ensure students are equipped with the technical skills and social and emotional competencies to use technology responsibly and respectfully. For the majority of our students, self-regulation and personal responsibility will ensure a healthier and happier school community.
- 2.4. Where students are unable to regulate the use of their mobile phones & ear phones/pods at school, an individual ban may be implemented. We also suggest counselling for students who are unable to regulate phone use.
- 2.5. During breaks, students are encouraged to rest their brains, be social, be active, and eat. Device use is discouraged during these times. Students need to be mindful of themselves and others, and be alert to their surroundings on the playground. Students are not to walk using a phone or laptop, nor have headphones at a volume that prevents hearing when others speak.

3. Responsibility

- 3.1. It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.



- 3.2. Mobile phones are not required at school. We discourage students from bringing their own phones if they are unable to regulate their behaviour.
- 3.3. Students who use a personal mobile device or accessory at Northlakes High School do so at their own risk. Do not bring a device if you cannot afford to replace it.
- 3.4. While the device is at school or during a school related activity, Northlakes High School will not be responsible for any loss, theft or damage to the device, or any data stored on the device.
- 3.5. Trays, drawers, or boxes supplied by teaching staff for mobile phones are for voluntary student use only. In this voluntary use, Northlakes High School will not be responsible for any loss, theft or damage to the device.
- 3.6. Students are not to charge mobile phones or any other electronic devices at school
- 3.7. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
- 3.8. Mobile phones which are found in the school should be handed into front office reception.

4. **Acceptable Uses**

- 4.1. Mobile phones & ear phones/pods may be used before school, at breaks and after school, however, the use of mobile phones is discouraged (See 2.5)
- 4.2. Exceptions may be permitted at the discretion of the teacher who is conducting the lesson or event. They will advise students if mobile phones may be used for a designated learning activity. At all other learning times, students must place their mobile phone in their bag on silent.
- 4.3. Students are permitted to use their mobile phone for medical diagnostics (Such as checking blood sugar). Students must consult with their teacher prior and return their phone to their bag immediately after.
- 4.4. It is strongly advised that students use passwords/pin numbers to ensure that unauthorized access cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords should not be shared.

5. **Unacceptable Uses**

- 5.1. Mobile phones & ear phones/pods must not be used for non-educational purposes in any manner or place that is disruptive to the normal routine of the school.
- 5.2. Mobile phones & ear phones/pods may not be used at school organised activities such as assemblies or special events.
- 5.3. As with all forms of bullying or harassment, using mobile phones to communicate with other students for this purpose does not follow our school values and will not be tolerated. It is a criminal offence to use a mobile phone to menace, offend another person or document illegal activities. In such cases the issue will be referred to Police or DoE legal representatives for further advice.
- 5.4. Except as permitted by teachers for educational purposes, mobile phones must not be used to photograph, film or record any member of the school community or a visitor to the school, while on school grounds. This includes break times.
- 5.5. Mobile phones may not be used during an exam or assessment task. This will be considered cheating and the student will face academic and behavioural consequences.

6. **Consequences**

- 6.1. Students who do not meet the expectations in this procedure will be subject to consequences consistent with the school discipline policies.
- 6.2. Mobile phones used without permission during lessons, assemblies or other school events will result in the confiscation of the mobile phone for the remainder of the school day. These will be stored at the office and can be collected by the student at the end of the school day.
- 6.3. Continued refusal to comply with this procedure may result in suspension.



Northlakes High School Acceptable Use of Mobile Phones and Ear Pods - Flow chart

Student enters classroom

- Mobile phone ear phones/pods in bag and on flight mode or turned off
- OR
- Teacher has 'BYOD' written on the board indicating that mobile phones can be used for class related work

Phone out without permission

- Teacher gives 1 verbal warning, to remind students to put their phone in their bag
- Teacher gives 1 further warning and instructs the students to place their phone in their bag and to move their bag to the front of the room

Refusal to follow teacher's instructions

- Teacher instructs student to go the Office/DP to have their phone confiscated
- Phone confiscated by DP/Office staff, placed in an envelope with student's name. Collection from the student window at the end of day
- Office staff complete Sentral Phone Incident
- If the student refuses, DP contacted, student placed on a Red Card and Formal Caution of Suspension

Repeated phone confiscations

- 3 DP/Office Phone confiscations may result in a formal caution of suspension and/or Red Card
- Parent is contacted to collect student's mobile phone from the office at the end of the day on the 3rd occasion
- If a student already has a formal caution of suspension they may be suspended for persistent disobedience.