

# Sheffield School

## Use of Mobile Phones by Students at School Policy

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## 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 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 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 Sheffield School for students to have a mobile phone at school. Some schools may be implementing the Bring Your Own Technology (BYOT) Policy and processes and this would fall under the approved exemption of direct teacher instruction.

**Sheffield 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 Sheffield School.

### CONDITIONS OF USE

- Students must not use mobile phones from the start (when arriving at school) to the end of the school day (when leaving the school) from Kindergarten to Year 10.
- Students must have their phones switched off and appropriately stored from the start to the end of the school day.
- Students with 'smart watches' must have them set to 'aeroplane mode'.

#### School Specific Condition of use

- Students (Years K - 10) at Sheffield School must have their mobile phones switched off during the school day and stored in their bag or locker.
- Students (Years 11 and 12) at Sheffield School are permitted to have their mobile phone in their possession during the school day, however are only able to use the device during break times when off site or in Yr 11/12 designated areas only.

## 3. Exemptions

Requests for exemptions must be submitted to the Principal or delegate for consideration.

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

- For students with a reasonable adjustment to a learning program because of a disability and/or learning difficulty.
- For students with health conditions where a mobile phone is used to monitor the condition.
- For students who are young carers.

- For students undertaking school activities outside of school hours that are not on school campuses.
- Where students have been given direct instruction by a teacher to use their mobile phone for educational purposes (including under the BYOT policy/procedures).
- For students experiencing extenuating circumstances other than the above, where agreed by the principal or their delegate.
- For year 11/12 students as specified in conditions of use.

## COMMUNICATION WITH STUDENTS DURING THE SCHOOL DAY

- While at Sheffield School, students are the responsibility of the school. All communication between parents/carers and students, during school hours, must occur through the school office.
- Sheffield School has a duty of care for all students while they are at school. In emergencies, or certain circumstances where students need to get in contact with parents/carers, students are to notify the appropriate school staff who will either support a call from a school or the student's phone, or provide a signed note for the student to contact home via the school office. If parents/carers need to contact their children, they are asked to contact the school office directly.
- Where a student has been granted an exemption, the mobile phone can be used by the student for the purposes of the exemption only. Phone use will be monitored by school staff. When not in use, for the purposes of the exemption, the phone must be switched off and stored, in accordance with this policy.

## 4. Non-compliance with this policy

- Non-compliance with this policy will be managed in accordance with the school's Respectful Student Behaviour Policy.
- In the first instance students who do not comply with this policy will be provided with a reminder to encourage compliance, parents will be notified via a text message. This communication will be recorded in SSS.
- In the second instance students who do not comply with this policy will be directed to take their mobile phone to the school office. The student will be able to collect it at the end of the day. Parents will again be notified via a text message. This communication will be recorded in SSS.
- In the third instance students who do not comply with this policy will be directed to take their mobile phone to the school office. Parents will again be notified via a text message and requested to collect the mobile phone at their earliest convenience. This communication will be recorded in SSS. Due to the repeated inappropriate mobile phone use by a student, the Principal or their delegate will also request the student not bring the mobile phone to school for a specified period.
- Further disciplinary action, in accordance with Sheffield School Respectful Student Behaviour Policy may be a result of further repeated non-compliance and/or depending on the circumstances of the non-compliance.

## 5. Supporting information

- Frequently Asked Questions for Families

## 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**

Is the official start time of the school day, to the official end time of the school day.

## 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

