



Mobile Phones & Smart Devices Policy

Version: 3 | Version effective: November 2024

Intent Compliance with Education Act 2006.

Scope This Policy applies to all regular students. For the purpose of this document, *mobile phones and wearable devices* include mobile phones, smartwatches, handheld devices and other emerging technologies which have the ability to connect to telecommunication networks or the internet. This document does not apply to personal or school-owned devices, such as iPads, tablets or laptops, that are approved for educational use as part of the school's Bring Your Own Device (BYOD) policy.

Provision

- outline the requirement for all students to keep mobile phones switched off and 'away for the day' during school hours, and while attending school activities, such as representative school sport, excursions and camps
- outline the requirement for all students to switch off notifications on wearable devices, including smartwatches, during school hours, and while attending school activities, such as representative school sport, excursions and camps
- provide optimal learning and teaching environments, free from the distractions caused by personal use of mobile phones and wearable devices
- support schools to create safe and supportive learning environments that prioritise student engagement and wellbeing
- encourage increased face-to-face social interactions between students
- promote the health and wellbeing of students by providing opportunities for social interaction and physical activity during break times, and
- reduce the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate use of technology, such as cyberbullying, accessing harmful content or breaches of personal privacy.

Responsibilities

School responsibilities:

- Communicate expectations of mobile phone and smart devices policy '**away for the day**' to students, parents/careers, staff and the wider community.
- Provide a learning environment free from the distractions of mobile phones and smart devices.
- Follow-up on non-compliance with students and parents/carers.
- Provide support strategies to assist students in managing their use of mobile phones and smart devices. Further information can be found in the following link [Advice for state schools on acceptable use of ICT facilities and devices](#)

Student responsibilities:

- keep their mobile phones switched off and '**away for the day**' during school hours, 8:45am to 2:55pm
- mobile phones will be kept off and out of sight, in the student's pocket, or in their school bag
- mobile phones and smart devices will be kept off while attending school activities, such as representative school sport, excursions and camps
- Notifications on wearable devices, such as smartwatches, must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.





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Parent/Carer responsibilities:

- Ensure their child abides by the mobile phone and smart devices policy '**away for the day**', switched off and in their bag or pocket
- Provide the required documentation to support an exemption
- Support the college rules and consequences for non-compliance

Strategies – supporting responsible use of mobile phones and smart phones

At Redlynch State College we are committed to reducing the distraction of mobile phones and wearable devices to provide optimal learning environments for all students:

In determining possible consequences, it is necessary to ensure that responses are proportionate and equitable and takes into consideration the individual circumstances of each student. This means making decisions that are reasonable for the situation. Some examples include:

- providing a verbal reminder to the student or class about expected behaviours
- directing the student to place the mobile phone in storage (pocket or bag)
- directing the student to switch off notifications on their wearable device
- students directed to hand in the device to the office by the attendance system in place
- applying a detention for a defined period of time for inappropriate use of phone during school hours (e.g. lunchtime or after school)
- enrolling a student in eSmart program to complete Digital Licence or similar course, and/or
- increasing staff supervision of use in circumstances where the student requires access to their mobile phone or wearable device for medical, disability and/or wellbeing reasons. For example, students who use smartphone apps for health monitoring and management.

Teachers will direct students to hand in their mobile device when using during school hours without permission. Mobile phones and wearable devices that have been temporarily removed from the student must be stored and retained in accordance with the department's [Temporary removal of student property by school staff procedure](#). Failure to follow instructions may lead to school disciplinary action.

Exemptions

The Department of Education consulted with key stakeholder groups to develop a list of exemptions for instances where students may require access to, and use of a mobile phone or wearable device during the school day.

School specific exemptions

It is acknowledged that the use of mobile phones and wearable devices can support the school's teaching and learning programs by providing valuable learning experiences for students, as well as supporting day-to-day school operations.

Certain curriculum activities may permit the use of a mobile phone as per the direction of the teacher. This will be communicated to students and families in advance, as approved by Executive.

It has been deemed by the college for the following to be acceptable uses of mobile phones and smart devices at RSC;

Students will be given permission by staff to use Mobile Phones *in class under direct supervision* to:

- Take pictures of work progress and processes for Production Diaries (VET and Practical subjects).
- Video footage for assessment items only in Senior HPE. Assessment requires students to upload individual and group video footage – students will remove footage after completion of assessment.
- To insert in Virtual 3D goggles. Smart phones increase engagement through 3D goggles in class for HAAS subjects.
- For delivery of services for Live Production Enterprise events, recording and playback of music compositions.





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- to use their phone to make payment at the P&C Business Units (tuckshop, canteen, and uniform shop) and the College Payments window. Phone is only to be presented for payment when at the counter.
- to go to the office to seek permission to use their phone in an emergency.

Students with an approved exemption must only use their mobile phone or wearable device for the intended, approved purpose.

Any refusal to hand over a device if found to be breaching the College Mobile Phone rules will result in disciplinary action.

Individual circumstances

Consideration of individual circumstances is given to students who require temporary or ongoing exemptions to the school's local implementation approach, including where:

- the mobile phone or wearable device is used by the student to monitor or manage a medical condition (in accordance with the [Managing students' health support needs at school procedure](#))
- the mobile phone or wearable device is used as an agreed reasonable adjustment for a student with disability or learning difficulties
- the mobile phone or wearable device is used by the student as an augmentative or alternative communication system or as an aide to access and participate in the environment, e.g. navigation or object/people identification applications
- the mobile phone or wearable device is used as an agreed adjustment for a student with English as an additional language or dialect
- the student has extenuating circumstances that necessitates the need for access to their mobile phone or wearable device during the school day, including (but not limited to) students who contribute financially to their household, independent students, and students who are primary carers for a child or family member, or
- students in Years 11 and 12 are applying for Access Arrangements and Reasonable Adjustments (AARA) for assistive technology.

The Principal (or their delegates) will consider requests for exemption received from students or parents on a **case-by-case basis**. When considering an exemption request, the principal (or their delegates) may seek additional information to support the need for the student to access their mobile phone or wearable device during the school day.

Individual students with documented and verified needs will work with the relevant Deputy Principal, or the Guidance Officer to consider the specific needs of the individual student, develop and enact a plan.

Approved exemptions, including details of how and when a student may access their mobile phone or wearable device, will be documented in the student's OneSchool Support Provisions tab and communicated to staff, including temporary relief staff.

In making a decision not to approve an exemption, the principal (or their delegates) will undertake an assessment of the human rights that may be impacted by the decision and consider whether the limit placed on those human rights is reasonable and justified. The assessment should be documented appropriately.

Where an exemption is not approved and the student or their parent expresses dissatisfaction with the decision, information about how to make a customer complaint and how a complaint will be managed should be made available in accordance with the [Customer complaints management procedure](#).

This policy is to remain in force until otherwise determined by the Executive Principal.

Responsible for Review:

Maurice Andrejic – Head of Campus Secondary

