LESMURDIE SENIOR HIGH SCHOOL

Personal Use of Mobile Electronic Devices

The inappropriate use of mobile phones, and similar mobile electronic devices, can be disruptive to the learning environment of students, and consequently the use of these items is restricted.

Effective as of 3 February 2020, a change to the Education Department of Western Australia's ***Student Mobile Phones in Public Schools Policy*** came into effect. This policy change requires the school to enact the following processes regarding student use of mobile phones on Lesmurdie SHS property. Mobile phone use is prohibited for all students from the time they arrive at school to the conclusion of the school day ('off and away all day') unless the student has been granted an exemption to monitor a health condition as part of a school approved documented health care plan.

To request an exemption, parents/carers must meet with the Lower School or Senior School Manager before the beginning of the school year to develop an Individual Device Plan (IDP). Principal authorisation will also be required.

Mobile electronic devices include a range of devices such as mobile phones, smart watches, tablets and laptops. The protocols regarding the use of mobile electronic devices at Lesmurdie SHS are in keeping with the Code of Conduct and Department of Education Public School Policy in Western Australia.

For a breach of these rules the Principal may;

- revoke rights for use
- make a report through the Online Incident Notification System
- refer to police or Department of Child Protection if the material is sexually explicit and involves a minor
- report to police any illegal activity
- suspend the students involved for a period of time commensurate with the seriousness of the breach.

Mobile phones

It is understood that for communication and safety reasons, students may wish to have a mobile phone with them while travelling to and from school. Students must ensure that their phones are switched off and are always stored in a safe and secure place in their bag, 'off and away all day'. Students carry mobile phones at their own risk and the school will not take any liability for lost or stolen phones.

The following points relate specifically to the use of mobile phones at school and during any school excursions, camps, work placement, interstate trips and extra-curricular activities:

- Duty of care commences when students arrive at school. Students are required to immediately move into the school grounds with their mobile phone, earpods or earphones in their bag and their smartwatch on aeroplane mode

- No mobile phones are to be *seen* past the school border. The border is defined as the perimeter fence and gates of the school
- Mobile phones are not to be used to record, distribute, display or upload images or videos of staff, students, or parents on school premises
- The library is a shared facility from 8:15am to 2:55pm and the duty of care is owned by the school and City of Kalamunda during these hours. As such school rules apply
- Mobile phones may be taken on camp, excursions and interstate/overseas trips if given direct permission from the organising staff member. This will be included in your camp, trip or excursion information pack and permission slip
- Students participating in a school-endorsed workplace learning program may carry a mobile phone for the purposes of contacting the Workplace Learning Officer. Whilst in the workplace they must abide by the Mobile Phone Policy of their specific worksite
- Should a mobile phone be used inappropriately off school property, and, in the view of school staff, a nexus is established between the event and the school, the student may be suspended.

Computers at school

Students may recharge their own laptop devices at break times and before and after school in the library at the charging station. Learning Areas also have facilities to charge laptops however this will interrupt student access to the device and may interrupt flow of work. These may not always be accessible. These measures are for emergency charging needs as all students are expected to come to school, prepared to learn, with a fully charged laptop. External batteries may be purchased and used at the family's discretion.

Students are NOT to charge their devices in classes as this creates unsafe cord placement and may result in Occupational Health and Safety concerns.

Laptops and desktops are to be used in an appropriate manner. Accessing any website or social networking sites for non-curricular purpose is not permitted. Laptops and desktops:

- can be removed from a student if conditions of use are breached
- are only to be used for activities directly related to the Learning Area curriculum and used only when directed by the classroom teacher
- BYOD – no devices are to be used in the yard
- are not to be used to record, distribute, display or upload images or videos of staff, students, or parents on school premises unless this is part of an activity supervised by a teacher or other staff member
- Year 7 students are reminded to hang their bags on the hooks provided in J Block to keep their devices safe before engaging in play activities

Any breach of this rule by a student may result in suspension. This is in keeping with the Mobile Electronic Devices Policy of the Department of Education.

Consequences

- If a phone is seen or heard the phone will be given to the teacher and this will be passed onto the Front Office. This includes in class, the yard, bathroom facilities, anywhere on school property.
- No "hot spotting" or similar is permitted on the school site. Students in breach of this will be asked to hand over their device(s) which will be passed onto the front office.
- If a laptop is used or heard in the yard it will be given to the teacher on request and will be passed onto the front office.
- Parents/carers will be notified to collect the device from the front office. The confiscated device can be collected by a parent/carer, during office hours (8.00am – 4.00pm Mon – Thurs and 8.00am – 3.45pm Fri). If this becomes an ongoing issue, a meeting will be held with the parents/carers to review the Department and school policy.
- Where the breach is of a serious nature, parents/carers will be contacted and they will be required to collect the device. A suspension may result. This includes breaches of uploading material or sending images that are deemed inappropriate and/or are illegal.
- If a student refuses to give their device to a staff member ie refusal to follow a teacher's instruction, consequences will be applied due to a clear breach of school and Departmental policy and procedures. This may result in detention or suspension and will involve the removal of the phone to a secure space in the Front Office. Good Standing for Conduct will be removed and the student's involvement in extracurricular activities will be revoked.

Parents/carers and students are reminded that no liability will be accepted by the school in the event of loss, theft or damage of any electronic device.

Parents/carers can contact their child/ren during the school day via the Front Office on 08 9291 1200 for emergency or urgent reasons. Students can go to Lower School or Senior School during recess and lunchtime if they need access to a landline to contact their parents/carers. They should go to the Front Office after school. The office is open until 4pm Monday to Thursday and Friday until 3:45pm. Students can access information or phone numbers to use landlines for any emergencies.