



# Student Duty of Care

## Student Use of Mobile Devices

<b>Mobile Devices</b>	<p>Mobile devices can create a range of hazards and other issues when brought to school because:</p> <ul style="list-style-type: none"><li>• they are valuable items that can easily be lost, stolen or damaged in the College environment</li><li>• using devices inappropriately to bully, intimidate or harass people can have serious consequences including police involvement</li><li>• their usage in school disrupts learning for the user and for fellow students.</li></ul>
<b>Tatachilla Lutheran College's Policy</b>	<p>Tatachilla Lutheran College acknowledges parents/carers may wish their child to carry a mobile device for personal safety reasons however, the right of a student to have access to a mobile device at school must be in accordance with the College's policy.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"><li>• students must sign and return the Information and Communication Technology (ICT) Agreement before they are permitted to bring their mobile devices to school</li><li>• Mobile phones are brought to the College at the owner's own risk. No liability will be accepted by the College in the event of loss, theft or damage of the phone;</li></ul>

- All students are required to keep their personal devices 'off and away' (locked away in their locker MS/SS or given to home class teachers JS) between the start and end of each school day.
- There will no payment for the canteen expenses through the use of mobile devices.
- Students are not permitted to take their mobile devices while they are attending authorised school activities off-site, such as camps and excursions (excluding exceptional circumstances as approved by members of the College Leadership).
- Students may only access their personal devices during these times if they have received an approved exemption from the school to use the device for a specific, agreed reason.
- Access refers to both physical access, including any wearable technology that fits the definition of personal devices in this policy, and remote access, such as connecting other technology to the personal device's hotspot or using headphones that are paired to the personal device.
- Students undertaking off-site Vocational Education and Training or workplace placements will need to follow any expectations of that site or organisation regarding use of personal devices.

#### Exemptions from the policy

- Students are not permitted to access their personal devices at any time during school hours or while they are attending authorised school activities unless they have received an approved exemption from the school in line with this policy.
- Exemption approvals are subject to the student using their personal device appropriately and only for the specific, agreed purpose of their exemption.

#### Exceptional circumstances

- Individual students may have exceptional circumstances that require a longer-term (or indefinite) exemption from the requirements of the policy, including where:
- the device is used to monitor or help manage a health condition
- the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties
- the device is used for translation in the classroom by a student with English as an additional language
- the student has extenuating personal circumstances that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to younger siblings or an unwell family member.
- All requests for exemptions from parents or independent students on the above grounds must be considered by the principal or their delegate on a case-by-case basis.
- Approved exemptions for these purposes will be documented in the student's health care plan, learning plan, or student file (as appropriate) and made accessible to their teachers, including temporary relief teachers.

Head of School exemptions:

From time to time, Head of School exemptions may be permitted for reasons outside of the above exceptional circumstances.

The Head of School will consider:

- whether the same outcome can be achieved using school-owned resources or approved BYOD devices (which are connected to the school's network and internet) and prioritise the use of these learning devices wherever possible. This is because the school's networks can be managed in a way that protects students from accessing online content that is inappropriate, harmful, or illegal.
- all students have equitable access to learning and will not be disadvantaged if they do not have a personal device

	<p>available to use at school.</p> <ul style="list-style-type: none"><li>• students are reminded to put their personal devices back 'off and away' at the conclusion of the exempted learning activity or lesson, and they may only be brought to future lessons with explicit teacher permission.</li></ul> <p>Responses to non-compliance</p> <p>Staff will respond to students using a personal device for a non-exempted purpose, or using it inappropriately, in line with Behaviour Support Guidelines (that is, responding to the behaviour rather than the device).</p> <ul style="list-style-type: none"><li>• This will include reminding students about the requirement to put their device 'off and away' at regular intervals throughout the school year.</li><li>• Issuing a behaviour support process for repeated or intentional non-compliance.</li><li>• Confiscation of the device, escalation to leadership, and contact with parents. Where a device is confiscated, students will be able to collect their phone from the Student Services Office at the end of the school day in the first instance, with family contacted by email advising that this has occurred. Subsequent confiscations may result in an authorised person being required to pick up the phone at their earliest convenience.</li><li>• Reports of all incidents of misuse of mobile phones will be recorded and retained on the student's file.</li></ul>
<b>Staff Responsibilities</b>	<p>All staff must:</p> <ul style="list-style-type: none"><li>• model appropriate behaviour at all times</li><li>• ensure all students are provided with the Information and Communication Technology (ICT) Agreement, that they understand them, and that they understand they will face</li></ul>

	<p>disciplinary action in the event they misuse ICT equipment and devices</p> <ul style="list-style-type: none"> <li>• be vigilant in monitoring students when using mobile devices</li> <li>• ensure mobile devices are not taken into exams or assessments</li> <li>• deal with all reported and observed incidents of inappropriate use of mobile devices in accordance with this Policy</li> <li>• ensure that any incident of inappropriate use of mobile devices that they observe or is reported to them, is recorded appropriately.</li> </ul>
<p><b>Implementation</b></p>	<p>This Policy is implemented through a combination of:</p> <ul style="list-style-type: none"> <li>• staff education</li> <li>• effective student supervision</li> <li>• effective incident notification and management procedures</li> <li>• effective communication procedures</li> <li>• effective record keeping procedures</li> <li>• initiation of corrective actions where necessary.</li> </ul>
<p><b>Breach</b></p>	<p>A breach of this Policy and its Procedures will be dealt with according to our Student Discipline Policy and Procedures and, where necessary, our <u>Confiscation of Student Property Policy</u>.</p>
<p><b>Key Definitions</b></p>	<p><u>Mobile Device</u></p> <p>For the purposes of this Policy and its Procedures, a mobile device is a portable device which is capable of connecting to a telecommunication network, the internet or both. This does not include mobile devices owned by the College.</p>