

Mobile Devices Policy



Hills
Grammar





Mobile Devices Policy

Approval and Review	Details
Document owner	Deputy Principal/Head of Senior School
Responsibility	Deputy Principal/Head of Senior School
Approver	Principal
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Scope

This policy encompasses the use by students of mobile phones and devices at school and during school events.

Rationale

Hills Grammar recognises that mobile devices have become commonplace in everyday life and can play a key role in enabling students to connect and network with peers. Mobile devices may also have a role to play in teaching and learning in certain circumstances. However, it is also acknowledged that children and young people need assistance in managing the use of mobile devices, including Smart watches, digital glasses, mobile phones etc.

Parents are reminded that in cases of emergency during the school day, the School Administration Officer remains the preferred point of contact and school staff will ensure students are contacted quickly and assisted in the appropriate way.

Purpose

Hills Grammar has provided this policy on the use of mobile phones and devices at School to give teachers, students and parents' guidelines and instructions for the appropriate use during school hours. Students, their parents or carers are asked to read and familiarise themselves with this policy if students intend to bring mobile phones or devices to school. The School's expectations surrounding mobile phones and devices apply to students during school, at school excursions, camps, co-curricular activities and when representing the School.

This policy should be read in conjunction with the School's ICT Acceptable Use Policy, which applies to the use of mobile phones as well as Tablet PCs and other devices, and the School's Student Behaviour Management Policy.

Aims

The aim of the policy is to support the safety and wellbeing of our students. The School is focused on supporting young people to use digital technology in safe, responsible and respectful ways as we prepare them for life beyond the classroom. The policy is designed to ensure that potential issues involving mobile phones and devices can be clearly identified and addressed, allowing the benefits that mobile phones and devices may provide and can be enjoyed by students for educational use.

Responsibilities – Students and Parents/Carers

It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this Statement and the Hills Grammar ICT Acceptable Use Policy. The decision to provide a mobile phone to their child is the prerogative of parents / carers. Parents / Carers should be aware if their child takes a mobile phone (or other mobile device) to school. Parents / Carers and students should ensure that any mobile phone brought to school is named and password protected. Parents / Carers are reminded that in cases of emergency, the School Reception and Student Office remain a vital and the most appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Use of mobile phones at School

The table below provides a summary of the acceptable use of mobile phones by students at Hills Grammar.

Use of Mobile Phones	Senior School Years 7 – 11	Senior School Year 12	Junior School Years K – 6 (including Smart Watches)
Use in classes	Only with teacher permission as a learning tool		Not permitted
Before and after School	Not permitted	Incidental use permitted	Not permitted
On School events off campus	Only permitted with teacher approval		Not permitted
School Camps	Not permitted		Not permitted
At lunch and recess	Not permitted	Incidental use permitted	Not permitted
Cocurricular time	Only with teacher permission as a learning tool		Not permitted
Sport	Not permitted		Not permitted
Connect time	Not permitted		NA
Managing a health condition	Only after School permission has been sought		Only after School permission has been sought

The School has the following expectations:

- Students in the Junior School (**Years 3 – 6**) who bring a mobile phone and devices to school must hand them to their class teacher at the beginning of the day for safekeeping. The mobile phone and/or smart watch may be collected at the end of the day. Phones must be turned off as soon as the student arrives on campus.
- Students in Junior School (**K – Year 2**) are not permitted to bring mobile phones and/or smart watches to School.
- **Students in Years 7 –11** must have phones turned off and away once they enter the campus. They are not allowed to access their phones and/or smart watches at all during the school day unless they have permission.
- Mobile phones and/or smart watches should not be used to access games, either locally stored or online.
- **Year 12 students** are expected to have the maturity to self-regulate the use of their mobile devices and/or smart watches. They are only to access phones in an incidental way, for example checking SEQTA. However, use during class time is not permitted unless requested to do so unless instructed by the teacher.

Unacceptable Uses of Mobile Phones at School

The following uses of mobile phones and devices are unacceptable:

Examinations

Mobile phones/smart watches are banned from all internal and external examinations. Students must hand all mobile devices to supervising staff prior to the examination. Breaches of this requirement will be managed according to the School Assessment Policies and Procedures and in external examinations, such as the HSC, by the Presiding Officer representing NESAS NSW.

Cyberbullying

Students and parents are reminded that it is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced. Section 60E of the Crimes Act 1900 (NSW) criminalises stalking, harassing or intimidating any school student or member of staff of a school while they attend that school. Such an offence carries a maximum penalty of 5 years imprisonment. Using mobile devices to cyberbully and threaten other students is unacceptable and will not be tolerated. Such behaviour will be managed according to the School's Student Behaviour Management Policy.

Unlawful recordings

Subject to certain exceptions, it is an offence for a person to use a listening device to record or listen to a private conversation to which the person is not a party or to record a private conversation to which the person is a party. The Surveillance Devices Act 2007 applies in this situation and defines a "private conversation" as anything said by one person to another or others in circumstances where it can reasonably be assumed that any of the persons involved desire the conversation to be heard only by those present or, with the consent of all present, some other person or persons.

Unlawful images

Mobile phones or other mobile devices must not be used to take photos/video of any other student or teacher without their consent. It is also prohibited to upload photos/video of other students/teachers to social media websites or email photos/ videos to others if doing so would embarrass, humiliate or cause discomfort to the subject of the photo/video.

Students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Sexting is a crime when it involves young people under the age of 18. If the image is of a person under the age of 16 engaged in sexual activity or in a sexual context, it will be regarded as child pornography for the purposes of the Crimes Act. Any person who produces, sends, transmits, disseminates or possesses child pornography is guilty of an offence and is liable to a maximum penalty of 10 years imprisonment.

Engaging in this behaviour is also likely to be a breach of Section 474.17 of the Commonwealth Criminal Code Act. The Act criminalises the use of a phone or the internet to threaten, harass or seriously offend somebody. The offence carries a maximum penalty of 3 years imprisonment. A person is guilty of an offence if he or she films or attempts to film, another person who:

- is in a state of undress, or is engaged in a private act, in circumstances in which a reasonable person would reasonably expect to be afforded privacy
- the person does not consent to being filmed

A message or post could be considered offensive if it is likely to cause serious anger, outrage, humiliation or disgust.

Incidents of this nature that occur in school will be reported to the police.

Staff have the prerogative to confiscate any mobile phone that is being used contrary to this policy and/or is clearly inappropriate.

Theft or Damage

The School recommends the following:

- Students who carry mobile devices are advised to treat them as carefully as they would their wallet or purse. Students should lock their mobile phone in their locker when not in use.
- Mobile devices that are found in the school and whose owner cannot be located should be handed to the Student Office.
- Hills Grammar accepts no responsibility for replacing mobile devices that are lost, stolen or damaged at the School, on school events or while travelling to school.
- Students should use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students must keep their password/pin numbers confidential. Mobile devices and/or passwords should not be shared.

Digital Glasses

Due to the significant privacy risks posed by their usage, digital glasses (sometimes called smart or display glasses), for example Meta Glasses, **are not permitted** at School or on any school events; including excursions, camps and overseas trips. This includes digital prescription glasses.

Augmented Reality (AR) and Virtual Reality (VR) glasses may be used from time to time for educational purposes at the School. Where this is the case the glasses will be provided by the School and used under supervision. Students are not permitted to bring AR or VR glasses to School.

Consequences of Unacceptable/Inappropriate Use

Students who infringe these usage guidelines will have their devices confiscated. Devices will be stored at the Student Office and may only be collected at the end of the school day. If a student has a device confiscated 3 times in a Semester their device will remain confiscated until a parent or guardian signs the device out at the Student Office. Further confiscations may result in significant behavioural consequences.

Unacceptable usage of mobile phones and other devices may result in significant behavioural consequences in line with the relevant legislation and the School's Student Management and Behaviour Policy.

Related policies and sites

- Schools' ICT Policy
- School's Student Behaviour and Management Policy
- School's Relationship Policy
- eSafety Commission – <https://www.esafety.gov.au/key-issues/cyberbullying>
- Kids Help Line – <https://kidshelpline.com.au/teens/issues/bullying>