

Hawkesbury High school

# MOBILE DEVICES POLICY

May 2019



2019



## STATEMENT OF PURPOSE

Mobile devices such as smartphones, smart watches, tablets and other devices with the ability to connect to the internet have become an important part of students', teachers' and parents' daily lives. We use mobile devices to connect to the world, connect to each other, and access services, data and information. This policy acknowledges the usefulness of mobile devices; however, this policy also acknowledges that the use of mobile devices in schools needs to be regulated to assist and educate students, parents and staff to best use mobile devices in safe, responsible and informed ways. This policy was developed in consultation with students, parents, staff and the broader Hawkesbury High School community.

## ROLES AND RESPONSIBILITIES

### THE SCHOOL

At Hawkesbury High School, all students, staff, parents and community members are expected to follow the school's STAR values – core rules and expectations built on rights and responsibilities to be **SAFE**, a **TEAM PLAYER**, an **ACHIEVER**, and to be **RESPECTFUL**. The school's STAR values are explicitly taught and all students are expected to observe these values and the associated behaviour expectations listed below:



## CORE VALUES AND EXPECTATIONS



I am <b>SAFE</b> when I:	I am a <b>TEAM PLAYER</b> when I:	I am an <b>ACHIEVER</b> when I:	I am <b>RESPECTFUL</b> when I:
Wear full school uniform and appropriate shoes	Work with and support others	Bring all required equipment to school	Communicate politely with everyone
Attend class on time and remain in class	Respond to teacher feedback or instructions	Actively participate in learning	Allow one person to speak at a time
Protect my privacy and act responsibly online	Communicate my concerns, questions or problems	Attempt all tasks regardless of difficulty	Use appropriate language that does not include swearing or offensive words
Follow teacher instructions	Listen to others' concerns, questions or problems	Stay on task	Allow others to express their views or opinions without putting them down
Avoid behaviour that may endanger myself or others	Accept that others may have different points of view	Ask for help when I need it	Look after my learning environment

While all STAR values are relevant to this policy, particular emphasis needs to be drawn on the following when setting expectations for the use of mobile devices at Hawkesbury High School:

- Protecting privacy and acting responsibly online
- Avoiding behaviour that may endanger self and others
- Staying on task
- Communicating politely with everyone
- Using appropriate language
- Allowing others to express their views and opinions without putting them down

The school recognises that the use of mobile devices and related activities such as access to social media apps and the internet has created challenges for students, staff and parents that did not exist even a decade ago. The following was taken into consideration when developing this policy:

- An acknowledgement that use of and familiarisation with technology, including smartphones, is essential to the future livelihood and productivity of students and that there are benefits to the use of smartphones in schools.
- The ongoing prevalence of harm to students, including instances of student suicide and self-harm, allegedly resulting from cyberbullying and other harms linked to smartphones.
- Indicators about a general decline in student wellbeing including: a 10 year high in youth suicide; reported increase in self harm, depression and anxiety over the last two decades; as well as a decline in performance in maths, reading and science, with a disproportionate fall among the lowest performing students.
- Divided expert opinion on the impacts of smartphone use on students' psychological, physical and mental health and overall wellbeing.
- A body of anecdotal evidence on harms (such as distraction in class and detrimental impacts on students' psychological, physical and mental health) that is not captured in formal research but should be considered in policy and practice.
- A recognition that the safe, responsible and informed use of mobile devices, particularly smartphones, in schools may have flow-on effects into other environments (such as homes), later life and overall wellbeing.
- A need to assist schools to meet their duty of care obligations to students in light of the varied harms that smartphones may be correlated to.
- A recognition that in NSW public schools smartphone use is governed by diverse departmental policies, including technology, network access, social media, curriculum and bring your own device policies (BYOD).
- An understanding that technology is ever-evolving and requires flexible, iterative and technology-neutral responses.
- A belief that the diverse and emerging views of all members of the school community and other stakeholders should inform the policies and practices employed in schools.
- The school's ongoing commitment and obligation to address emerging issues in regards to student wellbeing, health and safety and promote the digital capacities of students.

*(Review into the non-educational use of mobile devices in NSW schools, 2018)*

## TEACHING STAFF

The role of teaching staff is to create and maintain supportive and safe learning environments, in line with Standard 4 of the Australian Professional Standards for Teachers. Teachers select and use relevant teaching strategies to develop knowledge, skills, problem-solving, and critical and creative thinking. These strategies may use a range of appropriate tools and resources, including mobile devices, to engage students in their learning. In addition, teachers establish and maintain orderly and workable routines to create an environment where student time is spent on learning tasks, ensure students' wellbeing and safety by implementing school policy requirements. Teachers also incorporate strategies to promote the safe, responsible and ethical use of ICT in learning and teaching.

## STUDENTS

All students at Hawkesbury High School are expected to follow the school's core values and expectations, also known as STAR values. Of particular relevance to the school's Mobile Devices Policy are the following values and expectations:

- Protect own privacy and act responsibly online
- Follow teacher instructions
- Avoid behaviour that may endanger self or others, including keeping hands off the belongings of others
- Stay on task
- Actively participate in learning
- Communicate politely with everyone and follow instructions without arguing
- Allow others to express their views or opinions without putting them down
- Use appropriate language that does not include swearing or offensive words

The school's core values and expectations are explicitly taught, and they are visibly displayed in all learning environments and around the school. These values and expectations were developed in consultation with the school community, including students, parents and staff, and all students are expected to follow them every day in every classroom, in every learning environment, at all times.

## PARENTS/CAREGIVERS

Parents are valued partners who work with the school to support their children to meet the school's core values and expectations. Parents are expected to actively participate in the school and to help their children develop positive connections, support learning and the school's values and expectations. Parents and caregivers play an important role in working with the school to develop their child's understandings, skills and character and to work with the school to ensure that teaching and learning is not disrupted by unacceptable behaviour in the classroom, in the playground and in activities for which the school is responsible. Parents have the rights and responsibilities to:

- Support their children in their learning

- Inform the school of circumstances that may impact on the student's progress, wellbeing or behaviour
- Communicate concerns to the school
- Be informed if the school has concerns relating to their child
- Inform the school of any knowledge they may have of bullying incidents involving any students at the school
- Support the school in the implementation of its policies

## MOBILE DEVICES POLICY IMPLEMENTATION

Hawkesbury High School is committed to a safe, responsible and informed use of mobile devices that foster student engagement in learning, have clear usage boundaries, and manage inappropriate usage fairly in line with the school's Discipline Policy. The school's Mobile Devices Policy is consistent with the following legislation and DoE policies and procedures:

- The Disability Discrimination Act 1992
- The Disability Standards for Education (2005)
- Core Rules in NSW Government Schools
- Values in NSW Public Schools
- Bullying: Preventing and Responding to Student Bullying in Schools Policy
- Suspension and Expulsion of Students – Procedures
- Anti-Racism Policy
- Social Media Policy
- Work Health and Safety Policy

## USING MOBILE DEVICES

The following guidelines are intended to clarify the appropriate use of mobile devices at Hawkesbury High School. Mobile devices include phones, headphones and earphones – both wired and wireless, music players, smart watches, tablets, or any other mobile device identified by the school that falls into that category. For the purposes of this policy, laptops are also defined as mobile devices. However, the use of approved laptops is guided by the school's BYOD (Bring Your Own Device) Policy.

Any parents or carers who feel that this policy may negatively impact on their child due to a disability, illness, or any other reason, are encouraged to contact the Principal.

1. Students are permitted to bring mobile devices to Hawkesbury High School with their parents' or carers' permission.
2. The school will not accept any responsibility for loss or damage of mobile devices on school grounds or during school-related activities such as excursions.
3. Students must place their mobile devices in their bags or their pockets on silent during class time unless given explicit teacher permission to use the device. During examinations mobile devices, including headphones and smart watches, must be placed in bags.

4. The use of headphones and earphones, wired or wireless, is not permitted in class unless it's part of a learning activity and explicit teacher permission is given for their use. Headphones and earphones must remain in students' bags or pockets during class time.
5. Students are only permitted to use their mobile devices in class with explicit permission from their teacher, and only for educational purposes directly associated with the learning activity. This may include:
  - Looking up information on the internet
  - Taking a photograph of class notes on the screen or whiteboard
  - Accessing Google Classroom
  - Connecting to the wireless display adapter to share own work with the class
  - Accessing on-line storage such as Google Drive to access own work, class notes or assignments
  - Any teacher-directed activity that requires the use of a mobile device
6. Students may use their mobile devices on school grounds before and after school, during recess and during lunch. However, any use of mobile devices has to be in line with the school's STAR values and expectations. Student use of mobile devices at these times may include:
  - Listening to music using headphones
  - Looking up their timetable
  - Accessing study notes
  - Doing relevant research
  - After school, contacting a parent (e.g. the school bus is running late)
7. Students may NOT use their mobile devices at school for:
  - Taking photographs of other students
  - Connecting to portable speakers
  - Inappropriate use of social media and messaging apps
8. In case of emergencies, and school-related concerns, parents must make contact with their children via the front office. This is an important safety consideration as the school needs to be informed of any emergencies that may have an impact on a student's physical or emotional wellbeing or may be disruptive to their learning.
9. If there is an emergency or concern, the student must inform the school. The school will make the appropriate contact with the student's parents.

#### INAPPROPRIATE USE OF MOBILE DEVICES

Inappropriate usage of mobile devices will be managed fairly in line with the school's Discipline Policy. The Hawkesbury High School Discipline Policy (May, 2019) is available on the school's website.



The discipline flowchart below identifies procedures used to manage inappropriate student behaviours, including the inappropriate use of mobile devices, in line with the school's Discipline Policy:

