



**LE FEVRE**  
HIGH SCHOOL

# MOBILE PHONE AND PERSONAL DIGITAL DEVICE POLICY (PDD)

## BACKGROUND

The widespread ownership of mobile phones and personal digital devices (PDDs) among young people requires that school administrators, teachers, students and parents/caregivers take steps to ensure they are used responsibly.

A PDD includes such things as music players (iPod), photo/video players and game players. This also includes the use of laptops and mobile internet connection devices for non-educational purposes. As technology develops, it creates variations and combinations. These, and new devices, will be included in this policy.

This policy is designed to ensure that mobile phones and PDDs are used positively in school by ensuring that potential issues are clearly understood and conflicts avoided, enabling their benefits to be enjoyed by our students.

## PDD/MOBILE PHONE USES

These devices can have many positive uses but if used inappropriately in an educational environment, can adversely affect the core business of teaching and learning as well as student and staff wellbeing. In particular, mobile phones have some inherent social dangers and there are possible legal implications if used inappropriately.

All digital devices and mobile phones must be switched off or in silent mode and kept out of sight in the student's school bag or in designated space in classrooms, so as not to be disruptive in any learning environment at Le Fevre High School (LFHS). This includes the time moving to or between lessons. Any variation to this is by negotiation with the appropriate sub-school leader or classroom teacher for learning purposes.

The following process takes place when the above expectations are not followed by students:

- students using a mobile phone or PDD inappropriately will face disciplinary action in accordance with school policy
- students who infringe the guidelines set out in this document face having their phones or PDDs confiscated by staff
- if confiscated, the device will be taken to a secure place within Student Services and remain there for the day. The student's parent/caregiver will be informed when necessary
- in any instance where a criminal offence is committed, the Principal is bound by law to involve SAPOL. Appropriate arrangements may be made for the parents/caregivers or police to collect it
- permission to view the contents of the phone may be sought from parents/caregivers where appropriate
- infringements may result in the withdrawal of the agreement to allow the student to bring their mobile phone or PDD to school.



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In the school grounds at break times, PDDs and mobile phones may be used provided they do not cause embarrassment or harm to fellow students, staff or visitors to the school.

### CAMPS AND EXCURSIONS

Camps and excursions are an extension of classroom lesson time with a learning situation taking place. Digital devices may be used as directed by the teacher

### INAPPROPRIATE CONDUCT

As mobile phones and PDDs have recording, storage and transmission capabilities, students must apply care and forethought to avoid antisocial and illegal use. Recordings and photographs of others must not occur without expressed permission.

Mobile phones and PDDs are not to be used to record, store or transmit offensive material, including offensive ringtones.

Possession and/or sharing of offensive or pornographic material via a mobile phone or PDD is a criminal offence and will be reported to SAPOL.

Students are not to engage in antisocial behaviour, in particular using a mobile phone to threaten, bully or harass others. It is a criminal offence.

Mobile phone and PDD audible sounds or music must not be disruptive to anyone in the school environment.

### PERSONAL SAFETY AND SECURITY

LFHS accepts that parents/caregivers give their children mobile phones to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile phone gives parents/caregivers reassurance that they can contact their child on the way to and from school.

Parents/caregivers are reminded that Student Services remain the primary point of contact throughout the school day and will ensure your child is reached quickly and assisted appropriately. Due to our duty of care role, parents/caregivers must contact the school before a child can be permitted to leave.

### THEFT OR DAMAGES

Mobile phones and PDDs that are found in the school and whose owner cannot be located should be handed to front reception. The school accepts no responsibility for replacing lost, stolen or damaged electronic devices either at school or while travelling to and from school.

### RESPONIBILITIES

Parents/caregivers should be aware if their child takes a mobile phone and/or PDD to school. It is the responsibility of the students who bring mobile phones and/or PDDs to school to abide by this policy and agree to use these devices appropriately.

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