



LE FEVRE
HIGH SCHOOL

STUDENT USE OF MOBILE PHONES AND PERSONAL DEVICES AT LE FEVRE HIGH SCHOOL

SCOPE

This school policy is implemented in line with Department for Education's [Student use of mobile phones and personal devices policy](#), which applies to all government schools. This document provides direction to students, staff and families about managing personal devices that students choose to bring to school.

For the purposes of this policy, personal devices include mobile phones, smart watches and other digital devices that are capable of sending or receiving messages or calls and/or able to connect to the internet, and personal laptops or iPads that are not owned by the school and have not been brought to school by the student under a separate Bring Your Own Device (BYOD) agreement.

RATIONALE

With the widespread increasing ownership of mobile phones and other devices among students it is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful and responsible digital citizens.

It is the Department for Education's position that access to personal devices during school hours must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

The aim of this policy is to help promote:

- Safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content and critical incidents that involve mobile phones
- Classroom environments where teachers can teach, and students can learn, free from distractions caused by personal use of devices
- Use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers.

PERSONAL DEVICES AT SCHOOL

Students are permitted to bring personal devices to school:

- As a measure to ensure their safety while travelling to and from school
- So that parents and part-time employers can contact them outside of school hours
- So they can be contacted about a person under their own care, where applicable
- To be used during school hours in line with an exemption that has been approved by the school under this policy





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While students are at school, or attending school activities, they must comply with any reasonable directions given by the school staff in line with this policy regarding their personal devices.

The Department for Education's policy requires all students at all department schools to keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions .

Students will not be able to access their personal devices at any time during school hours, unless they have received an approved [exemption](#) from the school to use the device for a specific, agreed reason. This means both physical access and remote access (e.g. connecting with the personal device via hotspot or using paired headphones).

STORAGE OF PERSONAL DEVICES AT SCHOOLS

Students will turn their devices off or place them in flight mode before putting them away. This includes taking off and storing any wearable technology that fits the definition of this policy, such as smartwatches.

MOBILE PHONE PROCESS

By 8.45am students will:

- Turn their phone off.
- Unlock their empty Yondr Pouch using an Unlocking Base at the School/Building Entrance(s).
- Place their phone inside the pouch, securely close it and store in their bag/on person.
- Each student will be responsible for their phone inside their Yondr Pouch, either in possession or stored in their bag, for the duration of the school day. Late students will complete this process at Student Services as they sign in.

As students exit the school grounds they will:

- Unlock their pouch using an Unlocking Base at the School/Building Exit(s).
- Remove their phone from their pouch.
- Place their Yondr pouch in their bag for the next day.





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RESPONSES TO NON-COMPLIANCE

Where students use a personal device at school without an approved exemption, or use it inappropriately, a response will be provided in line with the school's behaviour support policy.

INAPPROPRIATE CONDUCT

Below is a potential but not limited of student violations. Each of these violations will result in the student's phone and/or pouch being confiscated by school staff and placed in Student Services to be collected at the end of the day. A phone violation will be recorded each time.

- Physical damage to the pouch in an attempt to circumvent its intended purpose
- Forgetting or losing the pouch – phone will be left at Student Services
- Using their phone during school hours
- Any attempt to circumvent the intent of the mobile phone policy is deemed inappropriate

Inappropriate conduct will result in:

- Phone and Pouch to be confiscated, taken to Student Services and parent/guardian will be notified as soon as practical by a leader
- If damaged a replacement pouch will be assigned at a cost to the student
- Formal warning for damage to school property which may result in suspension
- Phone violation recorded

1 st /2 nd /3 rd Phone Non-compliance- Recorded on Daymap			
Student has phone out	➔	Student to submit phone to Student Services Teacher enters phone non-compliance and sends as email to home	➔ Phone collected by student at the end of the school day
4 (or more) Phone Non-compliance- Recorded on Daymap – continued and persistent (SUSPENSION)			
Student has phone out	➔	Student escorted to Front Office Parent/caregiver called and informed of Suspension by leader on duty, student to start suspension immediately Leader on duty to communicate incident to LEL and update Daymap attendance Phone is confiscated until parent/caregiver arrives to collect student LEL to organise Reconnection meeting and follow suspension procedures	➔ Parent/caregiver collects student and phone or gives permission for student to make their own way home Reconnection meeting to occur before student returns to school

At Le Fevre High School, we recognise the diverse nature of student needs, therefore strategies and responses may vary in consultation with key stakeholders: parents, staff, students.





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Where a student's misuse of personal devices is serious, it may be necessary for the school to consider responses in line with the department's suspension, exclusion and expulsion of students procedure, or to contact South Australian Police if the behaviour is suspected to be illegal.

EXEMPTIONS

Exceptional circumstances

Individual students may have extenuating reasons for needing access to their personal device during school hours, such as where:

- The device is used to monitor or help manage a health condition
- The device is negotiated adjustment to a learning program for a student with a disability or learning difficulties
- The device is used for translation 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 a younger sibling or unwell family member

Please contact the school if you need to request an exemption due to exceptional circumstances. These requests will be considered by the principal (or delegate) on a case-by-case basis. If approved the exemption will be recorded in the student's file or health care/learning plan as appropriate.

CAMPS AND EXCURSIONS

At LFHS camps and excursions are an extension of classroom lesson time with a learning situation taking place. Mobile phones may be used as directed by the key leader/teacher organizing the camp or excursion.

ROLES AND RESPONSIBILITIES

PRINCIPAL

- Make sure:
 - The school's policy has been endorsed or ratified by governing council and is clearly communicated and accessible to all students, staff and families
 - There is a process for regular review of the school's local policy
 - Secure storage is provided for student personal devices that are handed in to school staff and individual lockers or locks that the school provides for students to store their belongings are appropriate and secure
 - Processes are in place for monitoring internet and school network use by all members of the school community





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- Enforce the policy and responses to instances of non-compliance
- Consider requests for exemptions from the policy from parents or independent students due to exceptional circumstances on a case-by-case basis. Make sure that approved exemptions in this category are documented and that relevant staff, including temporary relief teachers, are informed about students with an exemption.
- Model appropriate use of mobile phones and support school staff do the same. Support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children
- Report and respond to incidents of inappropriate or illegal use of personal devices in line with department policy and procedures and any legal requirements.

SCHOOL STAFF

- Deliver learning opportunities and maintain a safe and productive learning environment. Take steps to minimize distractions from the non-educational use of personal devices in the learning environment
- Respond to instances of non-compliance in line with the school's policy
- Report and respond to incidents of inappropriate use of personal devices in line with the department policy and procedures and any legal requirements
- Ensure students who are given permission to access their personal devices use it appropriately and only for the specified purpose, and store their personal devices away after the exempted activity has concluded
- Consider and approve, at discretion, temporary exemptions in line with the conditions outlined in this policy
- Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or parent) by the end of the same school day
- Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children. Use mobile phones for work-related/emergency purposes only when students are under their care

STUDENTS

- Comply with the requirements of this policy and follow all reasonable directions from the principal and school staff
- Switch all personal devices off, or into flight mode, on arrival at school each day and store it away as specified in this policy
- If permitted to use a mobile phone or personal device in line with an exemption under this policy, do so in a safe, responsible, and respectful way and support peers to do the same
- Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass or threaten another person
- Respect others' rights to privacy and do not take photos, film or audio records of other people without their knowledge or permission





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- Notify a school staff member as soon as possible if feeling unwell or experiencing any other issues at school. Use the school's sign-out processes in all cases where requiring early collection from the school

PARENTS

- Support the school's implementation of this policy, including the consequences for non-compliance
- Encourage their child not to bring a personal device to school unless necessary. Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds (however, claims may be met under the department's public liability insurance where the loss or damage can be attributed to a negligent act or omission on the part of the school – the school will contact the department for advice if this may be the case)
- Use the school's formal communication channels in all instances to communicate with the school or to make contact with their child during school hours (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at the school
- Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible, and respectful way

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 give parents/caregivers reassurance that they can contact their child on their 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 in an emergency.

SUPPORTING LINKS

Please see the school website for more information on the following policies'

- School behaviour code, behaviour support policy
- School anti-bullying policy
- BYOD policy, ICT user agreements





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COMMUNICATION AND REVIEW

Outline

- Le Fevre High School policies can be located on the school website:
<https://www.lefevrehs.sa.edu.au>
- Student forums, staff meetings and surveys as well as Governing Council meetings were undertaken to make local decisions in line with this policy
- Review in 2025

COMMUNICATION AND REVIEW

This policy has been implemented by the school in line with the Department for Education's 'Student use of mobile phones and personal devices policy'. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department's website: [Mobile phones and personal devices at school \(education.sa.gov.au\)](http://education.sa.gov.au)

If you have any questions or concerns about the department's policy, you can contact the department at:

Email: education.customers@sa.gov.au or submit an [online feedback form](#)

Phone: Free call: 1800 088 158

Please contact the school directly to discuss the possibility of an exemption if your child has exceptional circumstances as outlined in this policy.

