



# Parafield Gardens High School

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Quality Learning Quality Futures

## PGHS: Secondary student use of mobile phones and personal devices Policy

### Purpose

This policy provides direction to students, staff and families about managing personal mobile phones and other digital devices that students choose to bring to school. Digital devices include, but are not limited to, smartwatches, tablets or laptops that are not part of a separate Bring Your Own Device arrangement. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

This policy aligns with the Department for Education [Student Use of Mobile Phones and Personal Devices Policy](#).

### Mobile phone use for secondary school students

Our school recognises that there are legitimate reasons for students to bring a mobile phone or personal device to school. This may include:

- to ensure their safety while travelling
- so that parents can contact them outside of school hours.

Mobile phones and other personal digital devices are not to be used during school hours. Each student will be assigned a personal Yondr pouch for storage of their mobile phones during the school day. It is each student's responsibility to bring their pouch with them to school each day.

Exemption: Some students may have the need to use their personal device during the school day i.e. for medical purpose. All individual exemptions need to be approved by the Principal or delegate and recorded in DayMap.

Personal devices for learning purposes: Teachers will be able to direct student use of personal devices during the school day for learning purposes when other options may not be available i.e. to take photos or use a specific app.

### Parent/Guardian Contact during the school day

Parents are able to contact their students through the school. Please contact 82589855 to pass on a message for a student or to request being able to speak to your child and this will be organised for you. Students can also organise to speak to parent/guardian at any point through the school day by going to Student Services.

### Storage of personal devices



## Start of school day

As students enter the school grounds, they will:

- Turn their phone off or put it in flight mode
- Unlock their empty Yondr pouch using an “Unlocking Base” at various locations around the school.
- Place their phone (and any other personal digital devices) inside the pouch, securely close it and store in their school bag.

Each student will maintain possession of their mobile phone inside their Yondr pouch for the duration of the school day. Students arriving late to school will need to go through this process at Student Services.

## End of school day

As students exit the school at the end of the day, they will:

- Unlock their pouch using an “Unlocking Base” at various locations around the school.
- Remove their phone (and any other devices) from their pouch.
- Securely close their empty pouch and place it in their school bag for the next day.

## If the student does not comply

Step 1: Students will be given an opportunity to put their mobile phone or device in their Yondr pouch. If the pouch needs to be unlocked, please call the teacher on roving duty who will escort student to Student Services to do so, and then ensure that the pouch is locked. The student is then able to return to class.

Step 2: If non-compliance continues, the phone will be taken with the student to Student Services by the teacher on roving duty. A parent/guardian will be notified and a take home will occur.

The mobile phone or device will be stored securely at Student Services and given to the parent/guardian when they collect student. The parent/guardian will come to school to collect their student and a reconnection meeting will need to occur before the student is able to attend school again. Where required, a new pouch will need to be purchased (\$20) by the family.

Step 3: Continued non-compliance - If a student has 3 take homes (within a term) for mobile phone non-compliance this will result in a suspension and requirement to complete a Mobile Phone research Assignment for discussion in reconnection meeting.

## Mobile Phone Exemption

A Mobile Phone Exemption is available for students that have a medical reason to need their phone throughout the day.

Student/Family complete a Mobile Phone Exemption form and provide required medical evidence. Exemption approvals will be managed by Senior Leader Timetable/Daily Operations

\*\*Temporary exemption can be issued for up to 3 weeks whilst medical evidence is sought.

If approved student will be issued with an exemption sticker for their Chromebook and note recorded on DayMap. If student abuses privileges a meeting will be held with the student and family to discuss next steps.

If exemption is not approved please follow non-compliance process.

## Roles and responsibilities

### Principal

Make sure:

- this policy is clearly communicated and accessible to all students, staff and families
- there is a process for regular review of the policy
- secure storage is provided for student personal devices through the issuing of a Yondr pouch
- processes are in place for monitoring internet and school network use by all members of the school community.

Enforce the school's policy and responses to instances of non-compliance.

Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

Consider requests for exemptions from the school policy from parents, adult or independent students on a case-by-case basis. Make sure that approved exemptions are documented and that relevant staff are informed about students' exemptions.

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.

### School staff

Deliver learning opportunities and maintain a safe and productive learning environment. Take steps to minimise 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 department policy and procedures and any legislative requirements.

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 their parent).

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.

### Students

Comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff.

If permitted to use a mobile phone or personal device in line with 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.

### Parents

Support the implementation of the school's policy, including the consequences for non-compliance with the policy.

Use the school's formal communication channels in all instances to communicate with the school (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 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.

## Communication and review

Outline:

- The PGHS Mobile Phone policy has been developed in consultation with staff and Governing Council
- The policy is available on the school website
- The policy will be reviewed annually by Governing Council and Senior Leadership. The next review date is November 2022.

## Supporting information

- Behaviour support policy
- ICT user agreements
- [Yondr](#)

## Record history

Published date: June, 2021

## Approvals

File location: [https://drive.google.com/drive/folders/1yMwXDioJx-06A20\\_SdeeuCLRvt3rctO8](https://drive.google.com/drive/folders/1yMwXDioJx-06A20_SdeeuCLRvt3rctO8)

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Policy Officer: Principal, PGHS

Approved by: Governing Council

Approval date: To be ratified

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