MOBILE PHONE AND SMART DEVICE POLICY
Albany Senior High School

ALBANY SENIOR HIGH SCHOOL

MOBILE PHONE AND SMART DEVICE POLICY

DEPARTMENT OF EDUCATION POLICY - OFF AND AWAY ALL DAY

The Department of Education does not permit student use of mobile phones in public schools unless for medical or a teacher-directed educational purpose. It is important to note that it is not a requirement at Albany Senior High School for students to have a mobile phone at school.

Albany SHS recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones. This policy details the conditions under which mobile phones and smart devices are permitted at Albany SHS as per DOE WA policy and guidelines, November 2019.

CONDITIONS OF USE

- The use of mobile phones, smart watches and headphones for all students will be banned from 8.30 am to the end of period 5 (3.10 pm). This includes before school and at break times (off and away all day). A chime will sound over the PA to mark 8.30 each day.

- During approved educational activities that occur out of normal school hours the followup for using mobile phones without explicit teacher direction or permission shall be the same as using the phone during school times listed above.

- Smart glasses and other smart devices capable of recording sound or vision are not permitted at school. These devices will be taken for safekeeping and sent to Main Administration, with no warning issued. Possession constitutes an infringement under this policy and is recorded in accordance with the existing infringement escalation process. A parent/carer will be contacted to arrange collection.

Device	Classification	Conditions
Mobile phones	Restricted use	Off and away from 8:30 am to 3:10 pm, unless an approved exemption applies.
Smartwatches	Restricted use	Aeroplane mode during the school day; no calls or messages.
Headphones and earbuds	Restricted use	Not used during restricted hours unless an approved exemption applies.
Smart glasses (all models)	Prohibited	Not permitted at school, regardless of recording capability. Immediate recorded infringement; no warning.
Other smart recording devices	Prohibited	Devices capable of recording sound or vision are not permitted. Immediate recorded infringement; no warning.

EXEMPTIONS AND COMMUNICATION

- Exemptions to this ban include where a student requires a mobile phone:
  - to monitor a health condition as part of a school approved documented health care plan; or
  - under the direct instruction of a teacher for educational purposes; or with permission of a teacher for a specified purpose linked to an Individual Education Plan (IEP).
  - to make a payment at point of sale at the school canteen or the accounts office.
  - listening to music only when used as a regulation strategy as part of a Mental Health Care Plan or student's individual plan.

- Smart watches must be in aeroplane mode so phone calls and messages cannot be sent or received during the school day.

- The school has responsibility and duty of care for all students while at school. All communication between parents and students, during school hours, should occur via the school's administration.

AP INTERVENTIONS IN CASE OF THIRD INFRINGEMENT

May include:

- Meeting with Student/Parents
- Arrangements for the phone to stay at home for a period of time.
- Arrangements for the phone to be dropped off at the office each day for a period of time.
- Other arrangements as negotiated with Parent.

Failure or refusal of the above will be managed in line with behaviour management procedures

AP INTERVENTIONS IN CASE UNAPPROVED SMART RECORDING DEVICE

Immedicate contact with parent/carer to organise collection. Device will not be returned directly to student.

INAPPROPRIATE DEVICE USE PROCESS

The process below applies to mobile phones and other restricted devices. For prohibited smart glasses and other smart recording devices, no warning is issued: the device is taken for safekeeping, an infringement is recorded, and a parent/carer is contacted to arrange collection. Subsequent infringements follow the existing escalation process.

