

# Mobile Device Guidelines

Guildford Grammar School



**Guildford Grammar School**

FOUNDED 1896



<b>Guildford Grammar School – Mobile Device Guidelines</b>			
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## **1. Online and Mobile Communication Guidelines**

Guildford Grammar School accepts that the use of mobile technology in today's world is both prolific and highly prevalent amongst all age groups. We also acknowledge the research outlining the impacts of the digital world on the developing brain. In striving to holistically develop our students, especially in the areas of wellbeing, learning and social emotional development, the following guidelines ensure that our students are given ample opportunities to achieve. Our school is a BYOD school, and as such, the laptop device is the only device that is required during the school day.

This set of guidelines is a supporting document to the Guildford Grammar School Acceptable Use of IT agreement ('Go for IT') Policy and Cyber Safety Policy.

These guidelines are based on the principles of mutual responsibility and respect of all parties involved in the use of these devices. There are significant consequences for the misuse and inappropriate use of mobile devices when at school.

## **2. Scope**

These guidelines apply to all Guildford Grammar School students (Preparatory/Senior/Boarding) and relates to the roles and responsibilities of staff as they work with parents and students to create a positive and safe learning environment, where students learning and social and emotional development are enhanced.

## **3. Responsibility**

The decision to provide mobile devices to their children should be made by parents or guardians. Parents should be aware if their child brings these devices to school. The School does not cover the cost of personal mobile devices if damaged, lost or stolen at school, or whilst travelling to and from school. It is the responsibility of students to care for their personal mobile devices and to abide by the guidelines outlined in this document.

## **4. Guidelines and Legislation**

These guidelines operate in the context of a number of applicable pieces of legislation at both a State and Commonwealth level and are based on the Australian Mobile Telecommunications Association Guidelines (2009).

## **5. Digital Citizenship and Online / Mobile Communication**

This is inclusive of social media, email, mobile devices and mobile device applications. All communication online and via mobile devices should uphold the School's values and Code of Conduct. Students are expected to communicate with respect and consideration to others and should not cause harm to self or others.



Such harm may include, but is not limited to:

- bullying by texts, messages, calls, emails, online comments etc.
- causing distress, fear or humiliation to others.
- posting threatening, abusive, defamatory or humiliating material or remarks.
- sexting (sending or posting of provocative or sexual photos or messages).
- posing as another student by hijacking/cloning an account.

Guildford Grammar School is supportive of social media age related regulations, in particular the requirement to be 13 years of age to hold an account. Social media should not be used during school hours on any device. Students using social media platforms should do so safely, with respect to others and in accordance with relevant School policies. Students who experience negative behaviour of others online should report the matter to a trusted adult immediately, so that it can be addressed. It is strongly recommended that children in the Preparatory School do not engage with any online social media platforms.

## **6. Mobile Phones and Devices**

**Mobile phones and associated devices are not to be used by students from when they arrive on campus, until they depart. As a general guideline, this would typically apply between the hours of 8:00am and the conclusion of the School day. Before and after school activities such as sport and cocurricular constitute part of the school day, so mobile devices are not permitted to be used during these activities.**

**Devices such as headphones / earbuds / air pods and smart watches with texting and calling capacity are considered an extension of a mobile device and the guidelines outlined below also apply to these devices.**

### **6.1 Student Guide to Mobile Device location while at School**

#### **6.1.1 Preparatory School**

Mobile phones must be turned off and handed to a classroom teacher or Preparatory School Admin for the duration of the school day as this ensures phones are secure. Any child friendly smart watch (e.g. Space talk) must be set to school mode and if not, will be treated as mobile device misuse.

#### **6.1.2 Senior School**

Students are to always store their mobile phones in their locker.

#### **6.1.3 Boarding**

Boarding students may not bring their phones to the Day School and they should remain in the boarding facility. Boarding specific mobile phone guidelines and practices are included in the Boarding Handbook, which relate to mobile phone use in boarding halls and for out of school hours guidelines.



## **6.2 Acceptable Use**

- 6.2.1** Mobile devices may be used prior to the start of, or at the end of the school day (e.g. after 3:30pm) in order to make arrangements for students' transport or safety.
- 6.2.2** When students have approved permission to leave school, prior to the conclusion of the school day, a mobile phone may be used to contact their parent/guardian once they have signed out through the Student Services Administrator at the relevant school reception.
- 6.2.3** Students should make every effort to protect their mobile phone numbers and mobile device passwords. This provides a 'frontline' to receiving inappropriate or unpleasant voice, text or picture messages.
- 6.2.4** Subject to Point 4.3.2 under "Unacceptable Uses", mobile devices may only be used within the classroom environment with the explicit permission of the teacher in charge, who will have discussed these arrangements prior with the Head of Preparatory /Senior School.
- 6.2.5** Smart watches with cellular capabilities are considered to be mobile devices and should be stored in lockers for the school day. All other Smart watches should have notifications silenced during the school day.
- 6.2.6** If students need to contact home during the school day, they can use the phone in Preparatory/Senior Administration or email parents/guardians. Senior School students may email parents using their BYOD device. Students that are sick are to attend the Medical Centre for permission to go home.

## **6.3 Unacceptable Use**

- 6.3.1** Mobile devices are not to be used at school for social or communication purposes under any circumstances (e.g., make calls, check social media sites, SMS, Internet access, take photos, etc.) unless permission is granted by the relevant staff member.
- 6.3.2** A mobile device may never be used as a camera or audio recording device, unless explicit permission has been provided by a supervising staff member. If, however, a situation arises where a camera or film facility is required, the following rules apply:
  - 6.3.2.1** no photograph or film recording is to be taken within any changeroom or toilet area under any circumstances.
  - 6.3.2.2** the person wishing to take a photograph or make a film recording must seek permission from a teacher and any person who will appear in the photograph/recording, before the photograph is taken, or recording is made.
  - 6.3.2.3** no photographic image or recording of any person will be transmitted without that person's explicit permission.
  - 6.3.2.4** Under no circumstances may students in possession of a mobile device, with a camera or film facility, use that, or another device



to take photographic images or recordings which are uploaded to social media or other online sites that:

- 6.3.2.4.1** contain images from school buildings or grounds
- 6.3.2.4.2** contain images of students and staff in badged Guildford Grammar School clothing
- 6.3.2.4.3** identify the School
- 6.3.2.4.4** Should such images be posted in a manner that impact on the safety of members of the community or pose a reputational risk to the School, such actions will result in a significant consequence at the discretion of the Head of School/Deputy Principal/Principal

- 6.3.3** Mobile devices must not be accessed during an assessment task or examination. It will be regarded as cheating if a student does this. For example, a student must not access or use an unauthorised calculator, internet enabled mobile telephone or smart watch in an assessment task or examination. Students caught using mobile devices to cheat in examinations or assessments will face disciplinary action as sanctioned by Head of School/Deputy Principal.
- 6.3.4** Mobile devices are not to be used during recess, lunchtime or at co-curricular activities.
- 6.3.5** Any use of a mobile device to bully or threaten other students is unacceptable and will not be tolerated. This type of behaviour may be considered criminal behaviour.
- 6.3.6** The use of a mobile device to transmit inappropriate language, which is derogatory or obscene, will be addressed through the School's Behaviour Management Policy.
- 6.3.7** Phones are not to be used for contactless payment in the Tuck Shop, Food Van or Prep Cafe. Students should be using their Smartrider card or EFTPOS card for payment.
- 6.3.8** Mobile devices are not permitted on any camp or excursion. If there are extraordinary circumstances requiring the use of a mobile device, specific permission form the coordinating staff member is required (e.g, a student being collected directly from an excursion and needing to contact parents/guardians).

#### ***6.4 Mobile Devices and Sport***

- 6.4.1** Students are permitted to take phones and devices with them to sport, as it is understood these may need to be used to contact parents/guardians to make arrangements regarding location, times and pick-ups. At sport, mobile devices are to remain secure in bags and should only be used with specific permission from coordinating staff member and for the purpose of contacting parents/guardians to finalise transport/collection arrangements.
- 6.4.2** Students may not use mobile devices while walking to sport on campus.
- 6.4.3** Students may not use a mobile phone while travelling on buses to sport.



## 6.5 Exceptional Use

- 6.5.1 Special consideration and permission may be granted in relation to mobile device use for students with particular needs (e.g. related to a medical condition). This will require consultation and arrangement with Head of School/Deputy Principal/Principal.
- 6.5.2 In a case of urgency, where a student has a legitimate need to use their mobile phone, when other options are not available, they need to seek direct and explicit permission from an appropriate staff member who can grant permission and monitor use.

## 7. Mobile Phones and Devices Misuse

Non-observance or breaches of these guidelines will result in the following consequences, of which confiscation of mobile devices is the primary sanction. If a mobile device is confiscated by a staff member, it will be handed to the Preparatory/Senior School reception for safekeeping and parent collection. The confiscation will be recorded and maintained in an infringement register.

- 7.1 **1st Infringement** – mobile phone confiscated and parent to collect from Preparatory/Senior Administration at the end of the day. This will be communicated to parents via email.
- 7.2 **2<sup>nd</sup> Infringement** – mobile phone confiscated and parent to collect from Senior Administration at the end of the day. Senior School students will also be issued an after-school detention on a specified day in that week. Preparatory School students will also be issued a lunch time detention.
- 7.3 **3<sup>rd</sup> Infringement** – mobile phone confiscated and parent to collect from Senior Administration at the end of the day. After any third offence, students will be required to hand their phone in on arrival at school for storage in Senior / Preparatory Administration *for a period of three weeks*, with possible removal of access to school internet for BYOD device.
- 7.4 The School does not guarantee the security of mobile devices. Students should not assume that they will be able to obtain confiscated devices on the same day. They may need to wait a number of days, dependent on the availability of the Head of School/Deputy Head of School after school on any particular day.