

Adelaide West Special Education Centre student use of mobile phones and personal devices

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.

AWSEC acknowledges that many students have complex communication needs and use augmentative and alternative communication (AAC) systems. Therefore, many students have their personal digital device as part of their AAC, usually an iPad with Proloquo2go installed.

Mobile phone use for primary and secondary school students

Our students have complex communication needs and various disabilities, and it is important that we support their safety and wellbeing whilst allowing access to personal devices that are part of the student's assisted augmentative communication. No student at Adelaide West Special Education Centre will be permitted to access a personal mobile phone and families are asked not to send any mobile phones to school with their child. Personal digital devices will only be accessed if the device supports the student's AAC system.

Student safety and wellbeing is supported through communication channels using the Seesaw app or via contacting the Front Office to convey messages.

Storage of personal devices

Student's personal communication devices will be accessed freely throughout the day and will be returned home each day in the school bag.

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 supervision is provided for student personal devices that are accessed freely throughout the day for communication.
- 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 accessed are supervised 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.

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. This includes not sending any mobile phones to school.

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

This policy was designed in collaboration with school staff, Governing Council and parent community members.

Supporting information

The following resources relate to mobile phones in schools, e-crime, online bullying, and cyber safety: Student use of mobile phones and personal devices at school Crime involving electronic evidence (e-crime)

Cyberbullying Bullying Prevention Strategy (PDF 5.5MB)

Cyber safety school resources

Keeping safe: child protection curriculum

eSafety Commissioner Australian Curriculum

Related policies

Critical incidents and injuries procedure (PDF 440.0KB)

Behaviour support policy

Procedures for the suspension, exclusion and expulsion of students

Responding to online safety incidents in South Australian schools' guidelines

ICT acceptable use agreement standard (PDF 178.5KB)

Cyber safety use agreement template (DOC 42.0KB)

School ICT network security standard (PDF 185.8KB)

Machinery, equipment and electrical safety standard (PDF 366.8KB)

Social media for schools and preschools policy