

## Wirreanda Secondary School Personal Device Policy

### Scope

This school policy is implemented in line with the 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 purpose of this policy, **personal devices** include mobile phones, smart watches, and other digital devices that are capable of sending or receiving messages/calls and are 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 and 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 to reduce anti-social behaviour

### 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

While students are at school, or attending school activities, they must comply with any reasonable directions given by 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, excursions, VET, and Wardli Youth Centre.**

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).

### Parent/Guardian Contact (During School Day)

Parents/guardians are able to make contact with their young person via the school phone number. Parents/guardians can leave a message or request a callback. Students can also request to speak to a parent/guardian by going to Student Services.

Phone: 08 8329 7200

Email: [dl.0638.info@schools.sa.edu.au](mailto:dl.0638.info@schools.sa.edu.au)

Website: <https://wirreandasecondary.sa.edu.au/>

### Storage of Personal Devices at School

Students will turn their personal devices off before storing them securely in their bags in their lockers for the duration of the school day. It is the student's responsibility to ensure their devices are in their locker, their locker is secure, and their locker combination has not been shared with others.

### Responses to Non-Compliance

If students use a personal device at school without a pre-approved exemption, or use it inappropriately, a response will be provided in line with the school's behaviour policy:

*First Response:* Students will be directed to place their personal device in the lock box located in Student Services for the remainder of the school day. Active Roaming Duty (ARD) or Yard Duty Coordinator can be called to support this process.

*Second Response:* If students do not comply with the first response, a parent/guardian will be notified and a take home will be issued.

*Ongoing Non-Compliance:* If a student has their personal device placed in the Student Services lock box three or more times within a term, they will enter a two-week probation period. During this time, the student must submit their personal device to Student Services at the beginning of each school day for two weeks. The

device will be securely stored and returned at the end of the school day. If non-compliance occurs a student will be issued a 3 day suspension.

*Continued Non-Compliance:* If a student has 3 take homes (within a term) for non-compliance, this will result in a 3 day suspension.

### Personal Device Probation Period

- Student Services staff record when a personal device is placed in the lock box
- House Leaders monitor personal device submissions to Student Services lock box weekly
- House Leaders place students who have had their personal device placed in the lock box three or more times on a two-week probation period
- When placing a student on a personal device probation period, House Leaders communicate to Student Services the student name and probation period dates.
- House Leaders also contact the parent/guardian about the probation period and expectations, detailing consequences for non-compliance.
- House Leaders continue to track and monitor probation period students, ensuring that they submit their personal device every day, and follow up non-compliance with further consequences.

Whilst on probation, students must hand in their personal device to Student Services at the beginning of each school day for two weeks. The device will be securely stored in the lock box and will be returned at the end of each school day.

- Student Services staff record 'probation period' with student name in 'notes' on tracking document
- Student Services staff emails relevant House Leader if a student on probation does not submit their personal device at the start of the school day
- House Leader to issue a 3 day suspension for non-compliance and extend probation period by additional 2 weeks on return from suspension
- House Leader to follow up with the student to extend the probation period by 2 weeks if required
- House Leader to notify Student Services staff and parent/guardian of probation extension

### Camps/Excursions

Students are required to comply with this policy at all school-based activities and off-site programs unless communicated through the camp or excursion consent process.

### Exemptions

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

- The device is used to monitor or help manage a health condition
- The device is a negotiated adjustment to a learning program for a student with 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 Daymap and the student's file or health care/learning plan as appropriate.

Please note a temporary exemption can be issued for up to 3 weeks whilst medical evidence is sought.

Students should only use their personal device for the intended purpose as outlined in the exemption. If a student uses their personal device for reasons outside of the exemption then the exemption will be reviewed in a meeting with the Principal or delegate. If exemption is not approved, students will be expected to follow the non-compliance process as normal.

### Roles and Responsibilities

#### Principal

- 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 through the issuing of locker and lock
- Processes are in place for monitoring internet and school network use by all members of the school community
- 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 personal devices and support school staff to do the same. Support families to understand the importance of promoting safe, responsible, and respectful use of personal devices 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

#### Wirreanda Secondary 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 legal requirements

- Ensure students who are given permission to access their personal device 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 their parent/guardian) by the end of the same school day
- Model appropriate use of personal devices and support families to understand the importance of promoting safe, responsible, and respectful use of personal devices to their children. Use personal devices for work-related/emergency purposes only when students are under their care

### Students

- Comply with the requirements of this policy and follow all directions from 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 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 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
- 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 school

### Parents/Guardians

- 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 school
- Recognise the important role they play in supporting their child to use their personal devices in a safe, responsible, and respectful way

### **Communication and Review**

- The WSS personal device 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 the Governing Council and Senior Leadership. The next review date is December 2026

### Questions, Concerns, and Further Information

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 \(education.sa.gov.au\)](https://www.education.sa.gov.au/mobile-phones-and-personal-devices-at-school)

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

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

**Phone:** 1800 088 158 (free call)

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