



Mobile Phone and Personal Devices Procedure

Our Values: Curious Connected Learners, shape the Shirley Smith Way of Being and underpins how we relate to each other and our environment, how we respond to the aspirations of our community, and how we design our learning. All of our procedures, including our Mobile Phone and Personal Device Procedure reflect this.

Rationale

At Shirley Smith High School we understand that it may be important for some families that their child use their phones for communication to and from school. However, it is our community's expectation that mobile phones will be switched off and put away in student learner's school bags or lockers during the school day. This decision was made with directorate and community consultation and supports the acquisition of deep learning and personal privacy and safety while at school. The Mobile Phone and Personal Device Procedure provides guidance around the use of and steps taken for misuse by student learners of their mobile phones and other digital devices. It is grounded in and supported by:

- Our School's Values: *Curious Connected Learners*
- Our Wellbeing Framework: *Yindymarra - Tread Lightly*

Approach

At the start of each term all student learners are reminded of the Mobile Phone and Personal Device Procedure and expectations. This is communicated through:

- Social media posts
- Google classroom posts
- Broadcast emails to parents
- Discussions in *Connect Groups*
- Directional signage in learning spaces

Special considerations and exemptions

Exemptions can be requested and must be approved by the school principal or delegate. Exemptions can be requested if a student needs their device/assistive technology:

- to manage or monitor a medical condition.
- to help meet caring or family responsibilities.

An exemption application will only be approved if sufficient supporting evidence is provided, for example, from a treating general practitioner.

Other relevant documentation

- [Personal Use of Communications Devices Exemption Request Form \(27 kb Word\)](#)
- [Personal Use of Communication Devices in ACT Public Schools Policy](#)
- [Implementation Procedures – Personal Use of Communication Devices in ACT Public Schools Policy \(290 kb Word\)](#)



In Cases of Infringement

- If a student learner is found with a mobile phone or personal device, they will be directed by a staff member to take them to the Student Hub.
 - The staff member at the student hub desk will hand the student learner a signed and dated slip in exchange for handing in their device.
 - The student learner can then show the staff member the slip as evidence that they have followed the procedure
 - If the student learner does not hand in their mobile phone or personal device and is not able to produce the signed and dated slip, the staff member will contact a member of the school leadership team or the student wellbeing team for an extended response
- The student learner's name will then be added to SENTRAL Wellbeing by the staff member at the Student Hub desk.
 - Date will be recorded
 - Date range will be selected - 5 days first offence, 10 days second offence, or longer infringement period if third or more offence
 - Parents/carers and the learner's Connect Group teacher will be notified by email
 - Before the start of the school day and with enough time that they are not late to Connect Group, the student learner must hand their mobile phone or personal device in to the staff member at the Student Hub desk.

Administration

- The staff member at the Student Hub desk will sign the phone in
- They will then store the device in a locked cupboard
- They will then sign the phone back out to the student learner after 3.30pm or sooner if they are leaving the school grounds early with permission

Student Wellbeing SLC or Yindyamarra Teacher

- Identifies and tracks multiple infringements
- Escalates to Senior Leadership if refusal to hand in mobile phone or personal devices occurs or if multiple infringements have occurred across the term.

Senior Leadership

- Follows up refusals or multiple infringements as per our Wellbeing Framework: Yindyamarra - Tread Lightly
- Liaises with the parents/carers of the student learner

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