



**STUDENT ACCEPTABLE USE OF
MOBILE PHONES, SMARTWATCHES
AND OTHER CONNECTED DEVICES
POLICY**



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Rationale

The growing use of mobile phones, smartwatches, and other connected devices calls for School Administrators, Teachers, students, and parents to take proactive measures to ensure that these technologies are used responsibly within the school environment.

The Student Acceptable Use of Mobile Phones, Smartwatches and Connected Devices Policy is designed to clearly outline and address potential issues related to mobile phones, smartwatches, and similar devices. This ensures that students at Helena College can continue to benefit from the advantages these technologies offer, including enhanced safety, improved communication, and learning support, while minimising potential distractions or misuse.

Scope

This policy applies to all Teachers, students and parents during school hours and at any College organised activities and/or event. The following Student Acceptable Use Policy for Mobile phones, Smartwatches and other Connected Devices provides Teachers, students and parents with guidelines and instructions for their appropriate use during school hours.

Personal Safety and Security

Helena College accepts that parents give their children phones and connected devices to protect them from everyday risks involving personal security and safety. There is also an increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

Responsibility

- It is the responsibility of students who bring mobile phones, smartwatches and connected devices to school to abide by the guidelines outlined in this document.
- It is the responsibility of the parent of students who bring mobile phones, smartwatches and connected devices to school to abide by the guidelines outlined in this document.
- The decision to provide a mobile phone, smartwatches and connected devices to their children should be made by parents and guardians.
- Parents must be aware if their child brings a device to school.

Junior School Requirements

At the Darlington Campus, when mobile phones, smartwatches and any other connected devices are brought to school by the students, they must be handed in to Administration for safe keeping before classes commence and then collected at the end of the school day (please ensure they are clearly named). In the event of an urgent message needing to be received or conveyed during school hours, this will be done through Administration / the school – involving relevant staff members (not via student mobile phones/connected devices).

Please note: students with medical conditions that need to be monitored via the use of a mobile phone (e.g. diabetes) are not required to adhere to this and may keep their phones with them throughout the day.

Acceptable Uses

- Mobile phones should be switched off and kept in the locker during school hours.
- Students are not to access their mobile phone during school time.
- Students should use their phone before and after school only.
- Parents are reminded that in cases of emergency, the Campus Administration remains the vital and appropriate point of contact and can ensure a student is reached quickly and assisted in any appropriate way.
- **Use in the classroom:** There may be an occasion when a Teacher requests students to use their mobile phone in the classroom. With permission, the mobile phone will be used for educational purposes only and will be secured in the locker when that lesson has ended.
- Smartwatches and connected devices should be used appropriately during class time. Teachers may request these devices are handed in during class time if they are a distraction or assessments are underway.

Unacceptable Uses

- Students who need to go home during the day because of illness must not use their mobile phone to contact a parent or guardian to pick them up. The student must report to Sick Bay for that type of request. The College Nurse will assess if the student needs to go home, spend time in Sick Bay or return to class.
- If a parent receives a call or text message from their child requesting to be picked up during school hours, they are asked to contact Administration to inform them of their child's call.
- Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.
- It is forbidden for students to intimidate another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student without their consent. It is a criminal offence to use mobile phones to menace, harass or offend another student and almost all calls, text messages and emails can be traced.
- Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, Staff or visitors.
- Mobile phones are not to be used as personal hotspots while on College grounds.

Theft or Damage

- Students should mark their mobile phone, smartwatches or other devices clearly with their names.
- Any devices that are found in the College should be handed into Administration immediately.
- The College accepts no responsibility for replacing lost, stolen or damaged devices.
- The College accepts no responsibility for students who lose their devices or have them stolen while travelling to or from school.
- It is strongly advised that students use password/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students must keep their password/pin numbers confidential. Mobile phones, connected devices and/or passwords must not be shared.

Inappropriate Conduct

- Any students caught using a mobile phone, smartwatches or other devices to cheat in exams or assessments will face disciplinary action as outlined in the Student Care and Management Guidelines and Assessment Policy.
- Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary action as outlined in the Student Care and Management Guidelines. (It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the College will consider it appropriate to involve the police.)

Consequences

- Students who infringe the rules set out in this document will have their devices confiscated and left at Administration for the rest of the day. Students may collect their device at the end of the day.
- A second infringement will result in the confiscation of the device and it will be held at Administration for the parent to collect.
- Repeated infringements may result in further sanctions as outlined in the College's Student Care and Management Guideline.

Document Control

Title	Details
Title	Student Acceptable Use of Mobile Phones, Smartwatches and other Connected Devices
Approving authority	Executive Team
Responsible Executive Member/s	Principal
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