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Students undertaking multi-campus study will follow the relevant local policies and instructions from teachers while at each school location. Students undertaking Vocational Education and Training or workplace placements will need to follow any expectations of that site or organisation regarding use of personal devices.

The policy provides some flexibility for individual schools to select and use strategies that suit the diverse needs of their community, within the overall policy framework.

Local policy decisions

In line with this policy, each school will locally decide:

- x where students will keep their personal devices during school hours
- x whether teachers will be able to approve temporary exemptions for students to use personal devices for a learning activity or other agreed reasons and if so, how
- x the consequences for non-compliance with the policy in line with the school's local behaviour support policy

This information must be captured in a local policy created using the provided [template](#) (staff login required)

x in the student's school bag

x in a secure storage location, such as a locked cupboard in the classroom or front office.

Students are required to turn their devices off or place them in flight mode before storing them in the location given in the school's local policy. This includes taking off any wearable technology that fits the policy's definition of personal devices, such as smartwatches.

There is [further guidance information](#) (staff login required) available to assist schools when making local decisions about storage options for students' personal devices, including management of confiscated devices and considerations for storage options where parents may be asked to replace lost or damaged items (such as lockable pouches)

Liability and damage, loss, or theft

The department does not provide insurance for accidental loss or damage to personal items including mobile phones and personal digital devices brought to schools by students. However, claims may be met under the department's public liability insurance where the loss or damage is attributable to a negligent act or omission on the part of the school.

Any incidents of loss or damage should be reported to the Claims Manager for advice on whether a claim may be met under the department's public liability insurance. Individual schools t-s lnd peiadnl s2e (ac)25.196 (l)-14

As a last resort, it may be necessary for schools to consider responses to non-compliance in line with the [suspension, exclusion and expulsion of students procedure \(PDF 1 MB\)](#) including take-homes. Refer to [principles that inform suspension and exclusion decisions](#) (staff login required) for further information.

Schools should indicate in their local policy:

- x if confiscation of a personal device is a possible consequence of non-compliance
- x how and when the device will be returned to the student or their parent.

The [search and seizure procedure \(PDF 20 KB\)](#) (staff login required) sets out that students' personal devices may be kept by school staff for short periods of time for instances of serious misuse, such as causing disruption in class. Devices confiscated in these circumstances should be returned to the owner (student or parent) at the end of the same school day, or prior.

Schools cannot keep seized devices for an extended period unless advised by South Australia Police. Schools must contact South Australia Police for advice if a student's personal device has been used to film an unlawful event, such as an assault.

Confiscation must occur with student cooperation. There is no lawful authority for school staff to use force to confiscate a device from a student. Where a student refuses to comply with a staff member's request to hand over their device, this is also managed in line with the school's behaviour support policy and escalating responses.

Further [supporting information](#) (staff login required) is available on the [6rono- \(o\)1 <</MCID 19 >>BDCoolcand \[\(i\)-14.1](#)

Adult education and distance learning schools

A small number of government schools provide a [focus on adult education](#) including SACE completion options for reentering adult students aged 21 years and over. Open Access College is a distance learning school where teaching and learning is undertaken primarily in an online learning environment, and also provides adult reentry options.

In consideration of their unique circumstances, schools in this category are still required to have a local policy on student use of mobile phones and personal devices, but it is not compulsory for them to use the 'off and away all day' approach required in all other schools

Regardless of age, students are required to comply with any school policies and codes of conduct while they are enrolled at the school. It is a reasonable expectation that students in adult education settings, including SACE students who are aged under 18 years, use personal devices responsibly and respectfully in a way that does not disrupt the ability of the teacher to teach and for other students to learn (for example, placing devices on mute/silent and going outside of the classroom to make or receive phone calls). (h)-0.8 (D3 (e.

Model appropriate use of mobile phones and support school staff to do the same. Support families to understand the importance of promoting safe, responsible and respectful use of mobile phones 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.

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.

Where applicable, approve temporary exemptions in line with the requirements of this policy and any additional conditions outlined in the school's local 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) by the end of the same school day.

Parents

Support the implementation of the school's policy, including the consequences for non-compliance with the policy.

parent

For the purposes of this policy, the term parent refers to all persons responsible for the child. A person responsible for the child means a person who is the child's:

- x biological parent, adoptive parent or other person recognised as a parent if the child was conceived following a fertilisation procedure or under a surrogacy arrangement
- x guardian
- x person standing in loco parentis.

This does not include a person who has had their legal custody, guardianship or responsibility for the child removed by a court, Act or law. As an example, a biological parent who has had their custody, guardianship or parental responsibility for the child removed by a parenting order made under Family Law Act 1975 is not a person responsible for the child.

guardian

A person who has legal guardianship or custody of a child.

in loco parentis

A person acting in a parental style relationship with a child, where the person has intended to place themselves in the position of a parent toward a child and has assumed the same duty and authority as a parent with respect to the nurturing, control and protection of a child. A person in loco parentis may include a person:

- x in a de facto relationship with a child's biological parent where they have assumed responsibility for the child
- x who has taken over care of a child after the death of both biological parents, or where there has been a family breakdown and the child is estranged from both biological parents
- x In an informal fostering arrangement.

This person does not have to assume any or all financial responsibility for a child to satisfy this definition.

secure storage

Storage that cannot be readily accessed by those without permission to do so (such as a locked receptacle).

Supporting information

The following resources relate to mobile phones in schools, online bullying, and cyber safety:

[Student use of mobile phones and personal devices at school \(supporting information and resources\)](#) (staff login required)

[Bullying \(including cyberbullying\)](#) (staff login required)

[Bullying Prevention Strategy \(PDF 5.5MB\)](#)

[Cyber safety school resources](#) (staff login required)

[Keeping safe: child protection curriculum](#) (staff login required)

[eSafety Commissioner](#)

[Australian Curriculum](#)

Related policies

[Local policy template Student use of mobile phones and personal devices](#) (staff login required)

[Behaviour support policy \(PDF 165KB\)](#)

[ICT acceptable use agreement template](#) (staff login required)

[ICT cyber security standard \(PDF 490KB\)](#)

[Machinery, equipment and electrical safety standard \(PDF 270KB\)](#)

[Reporting critical incidents, injuries, hazards and near misses procedure \(PDF 381KB\)](#) (staff login required)

[Responding to online safety incidents in South Australian schools guidelines \(PDF 401KB\)](#)

[Search and seizure procedure \(PDF 201KB\)](#)

[Social media policy](#)

[Suspension, exclusion and expulsion of students procedure \(PDF 1.3MB\)](#)

Related legislation

[Disability Discrimination Act 1992 \(Cth\)](#)

[Equal Opportunity Act 1984 \(SA\)](#)

Record history

