



Mobile Device Guidelines

These guidelines should be read in conjunction with the ASC 'Use of Electronic Facilities' Policy, GMAS 'Cybersafety at GMAS – User Agreement for Years 3–6,' 'Primary ICT Policy,' and 'Student network, Equipment and Social Media Policy and Agreement Year 7–12.'

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1. DEFINITIONS

MOBILE DEVICES

Mobile devices include, but are not limited to:

- Mobile phones
- Smart watches
- Laptop computers
- Digital cameras
- iPads
- AirPods, earbuds and headphones, and
- Other electronic devices such as portable game consoles and players which are prohibited at GMAS.

STAFF

For the purposes of this document, 'staff' refers to all employees, contractors, practicum students and visitors in their work with the school.

VPN/VPS

Virtual Private Network/Virtual Private Server. Allows someone to create a private internet connection within another network (i.e. GMAS) to allow anonymous internet usage.

2. ONLINE AND MOBILE COMMUNICATION GUIDELINES

GMAS accepts that the use of mobile technology in today's world is both prolific and highly prevalent amongst all age groups. We also acknowledge the research outlining the impacts of the digital world on the developing brain. In striving to holistically develop our students, especially in the areas of wellbeing, learning and social emotional development, the following guidelines ensure that our students are given ample opportunities to achieve. As a school, the Apple laptop/iPad is the only device that is required during the day.

These guidelines are based on the principles of mutual responsibility and respect of all parties involved in the use of these devices. There are significant consequences for the misuse and inappropriate use of mobile devices when at school.

3. SCOPE

These guidelines apply to all GMAS students and relate to the roles and responsibilities of staff as they work with parents and students to create a positive and safe learning environment, where students' learning and social and emotional development are enhanced.

4. RESPONSIBILITY

- The decision to provide mobile devices to their children should be made by parents or guardians.
- Parents should be aware if their child brings these devices to school. The school does not cover the cost of mobile devices if damaged, lost or stolen at school, or whilst travelling to and from school.
- It is the responsibility of students to care for their personal mobile devices and to abide by the guidelines outlined in this document.
- It is the responsibility of all community members who bring mobile devices to the school to abide by the guidelines outlined in this document
- The school–provided educational device (laptop/iPad) is solely for student and staff member use, this excludes use by family members and others.

5. RATIONALE

Protocols have been established in schools nationwide in response to a number of observational studies of Australian school students. Data from the studies suggests a negative correlation between high mobile phone use and adolescent wellbeing¹, in addition to findings that indicate a mobile phone ban can increase student focus and performance².

The GMAS commitment to child safety and student learning prompted the creation of these guidelines, following the example set by the Western Australian government in 2020 which banned the use of mobile phones by students during the school day³.

6. DIGITAL CITIZENSHIP AND ONLINE / MOBILE COMMUNICATION

This is inclusive of social media, email, mobile devices and mobile device applications. All communication online and via mobile devices should uphold the school's values and Child Safe Code of Conduct. Students are expected to communicate with respect and consideration to others and should not cause harm to self or others.

Such harm may include, but is not limited to:

- bullying by texts, messages, calls, emails, online comments etc.
- causing distress, fear or humiliation to others.

¹ Beland, L.-P. (2021, March 22). *Banning mobile phones in schools can improve students' academic performance. This is how we know.* The Conversation. <https://theconversation.com/banning-mobile-phones-in-schools-can-improve-students-academic-performance-this-is-how-we-know-153792>

² Abi-Jaoude, E., Naylor, K.T. and Pignatiello, A. (2020) 'Smartphones, social media use and Youth Mental Health', *Canadian Medical Association Journal*, 192(6). <https://doi.org/10.1503/cmaj.190434>

³ Western Australian Government, Department of Education, *Student Mobile Phones in Public Schools Policy*, (Perth: Department of Education WA, 2020) <<https://www.education.wa.edu.au/web/policies/-/student-mobile-phones-in-public-schools-policy>> [16 January 2024]

- posting threatening, abusive, defamatory or humiliating material or remarks.
- sexting (sending or posting of provocative or sexual photos or messages).
- posing as another student by hijacking/cloning an account.

GMAS is supportive of social media age related regulations, in particular the requirement to be 13 years of age to hold an account. Social media should not be used during school hours on any device. Students using social media platforms should do so safely, with respect to others and in accordance with relevant school policies. Students who experience negative behaviour of others online should report the matter to a trusted adult immediately, so that it can be addressed. It is strongly recommended that children in the Primary School do not engage with any online social media platforms.

7. MOBILE PHONES AND DEVICES

Mobile phones and associated devices are not to be used by students from when they arrive on campus, until they depart. As a general guideline, this would typically apply between the hours of 8:30am and the conclusion of the school day. Before and after school activities such as sport and co-curricular constitute part of the school day, so mobile devices are not permitted to be used during these activities.

Devices such as headphones / earbuds / air pods and smart watches with texting and calling capacity are considered an extension of a mobile device and the guidelines outlined below also apply to these devices.

7.1. Student Guide to mobile device location while at school

7.1.1. Primary School

Mobile phones must be turned off and handed to a classroom teacher or Primary School Admin for the duration of the school day as this ensures phones are secure. Any child friendly smart watch (e.g. Spacetalk) must be set to school mode and if not, will be treated as mobile device misuse.

7.1.2. Secondary School

Students are to always store their mobile phones in their locker.

7.1.3. Smart watches with cellular capabilities are considered to be mobile devices and should be stored in lockers for the school day. All other Smart watches should have notifications silenced during the school day.

7.1.4. If students need to contact home during the school day, they can use the phone in Student Services or main Administration. Students who are sick are to attend Student Services for permission to go home.

7.2. Acceptable Use

- 7.2.1.** Mobile devices may be used prior to the start of, or at the end of the school day (e.g. after 3:30pm) in order to make arrangements for students' transport or safety.
- 7.2.2.** When the student has been granted an exemption by the principal to use their mobile device to monitor a health condition as part of a school approved, documented health care plan
- 7.2.3.** When students have approved permission to leave school, prior to the conclusion of the school day, a mobile phone may be used to contact their parent/guardian once they have signed out through the Student Services Administrator.
- 7.2.4.** Students should make every effort to protect their mobile phone numbers and mobile device passwords. This provides a 'frontline' to receiving inappropriate or unpleasant voice, text or picture messages.
- 7.2.5.** Subject to Point 7.3.2 under "Unacceptable Uses", mobile devices may only be used within the classroom environment with the explicit permission of the teacher in charge, who will have discussed these arrangements prior with the Heads of Department/Assistant Head of Primary – Curriculum.

7.3. Unacceptable Uses

- 7.3.1.** Mobile devices are not to be used to bypass our security filters by using a VPN/VPS via the GMAS network. This is strictly prohibited as it puts the school network at risk.
- 7.3.2.** Mobile devices are not to be used at school for social or communication purposes under any circumstances (e.g. make calls, check social media sites, SMS, Internet access, take photos, etc.) unless permission is granted by the relevant staff member.
- 7.3.3.** A mobile device may never be used as a camera or audio recording device, unless explicit permission has been provided by a supervising staff member. If, however, a situation arises where a camera or film facility is required, the following rules apply:
 - 7.3.3.1.** no photograph or film recording is to be taken within any change room or toilet area under any circumstances.
 - 7.3.3.2.** the person wishing to take a photograph or make a film recording must seek permission from a teacher and any person who will appear in the photograph/recording, before the photograph is taken, or recording is made.

- 7.3.3.3.** no photographic image or recording of any person will be transmitted without that person's explicit permission.
- 7.3.3.4.** Under no circumstances may students in possession of a mobile device, with a camera or film facility, use that, or another device to take photographic images or recordings which are uploaded to social media or other online sites that
 - 7.3.3.4.1.** contain images from school buildings or grounds.
 - 7.3.3.4.2.** contain images of students and staff in badged GMAS clothing.
 - 7.3.3.4.3.** identify the school.

Should such images be posted in a manner that impact on the safety of members of the community or pose a reputational risk to the School, such actions will result in a significant consequence at the discretion of the Head of School/Deputy Principal/Principal.
- 7.3.4.** Mobile devices must not be accessed during an assessment task or examination. It will be regarded as cheating if a student does this. For example, a student must not access or use an unauthorised calculator, internet enabled mobile telephone or smart watch in an assessment task or examination. Students caught using mobile devices to cheat in examinations or assessments will face disciplinary action as sanctioned by Head of School/Deputy Principal (Refer to the GMAS Assessment and Reporting Policy).
- 7.3.5.** Mobile devices are not to be used during Home Room, recess or lunchtime
- 7.3.6.** Any use of a mobile device to bully or threaten other students is unacceptable and will not be tolerated. This type of behaviour may be considered criminal behaviour.
- 7.3.7.** The use of a mobile device to transmit inappropriate language, which is derogatory or obscene, will be addressed through the School's Behaviour Management Policy.
- 7.3.8.** Phones are not to be used for contactless payment in the Café. Students should be using their SmartRider card or EFTPOS card for payment.
- 7.3.9.** Mobile devices are not permitted on any camp or excursion. If there are extraordinary circumstances requiring the use of a mobile device, specific permission from the coordinating staff member is required (e.g. a student being collected directly from an excursion and needing to contact parents/guardians).

8. MOBILE PHONE AND DEVICE MISUSE

Non-observance or breaches of these guidelines will result in the following consequences, of which confiscation of mobile devices is the primary sanction. If a mobile device is confiscated by a staff member, it will be handed to the main Administration for safekeeping and parent collection. The confiscation will be recorded and maintained in an infringement register.

- 8.1. **1st Infringement** – mobile device confiscated and student to collect from Principal's PA at the end of the day. This will be communicated to parents via SEQTA/email by the Principal's PA.
- 8.2. **2nd Infringement** – mobile device confiscated and parent to collect from Principal's PA at the end of the day. This will be communicated to parents via SEQTA/email by the Principal's PA.
- 8.3. **3rd Infringement** – mobile device confiscated and parent to collect from Principal's PA at the end of the day. Secondary School students will also be issued an after-school detention on a specified day in that week. Primary School students will also be issued a lunchtime detention.
- 8.4. **4th Infringement** –After the fourth offence, students will be required to hand their device in on arrival at school for storage in Main Administration *for a period of three weeks*, with possible removal of access to school internet for laptop/iPad.
- 8.5. The School does not guarantee the security of mobile devices.

9. RELATED DOCUMENTATION

ASC Use of Electronic Facilities

Assessment and Reporting Policy 7–12

Child Safe Code of Conduct

Code of Conduct for Students

Cybersafety at GMAS – User Agreement for Years 3–6

Primary ICT Policy

Student Network, Equipment and Social Media Policy and Agreement Year 7–12

10. RELATED LEGISLATION

Australian Communications and Media Authority Act 2005

Criminal Code Act 1995

Cybercrime Act 2001

11. REVIEW AND UPDATE

This document shall be reviewed at least every three years or when a material change is identified through strategic intent or legislation.

12. REVISION RECORD

DOCUMENT STATUS

Draft Under Review Final

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DOCUMENT APPROVAL

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