



SMART DEVICE POLICY

Last Review: November 2024	Constructed: Smart device project team
Next Review: November 2025 (and every two years thereafter, or more frequently as required).	Approval Required: Executive Motion
Policy Number:	Executive Sign Off Date: 2 December 2024

1. Purpose

The use of Smart devices (mobile phones, smart watches, iPods, etc – see Definition, below) in schools has increased dramatically over recent years. The Smart device policy is designed to ensure students remain safe and secure at school, optimise social interaction and physical activity, while making the most of their learning opportunities. This policy reflects best practice and is supported by research in regard to student wellbeing and educational outcomes.

It is important that all students and parents/guardians read and understand the expectations contained in this policy and abide by these guidelines at all times. The policy will be reviewed as a minimum every two years and may be amended as needed.

2. Scope

The policy applies to all students, staff and parents / guardians at Mentone Grammar pertaining to Smart device usage.

Whilst this policy focusses on the use of Smart devices on campus, excursions and school activities, the School also encourages students (and parents/guardians) to remain conscious of appropriate Smart device use by students outside of the School premises and hours.

3. Definition

Smart device – A smart device is an electronic device that can be connected to the internet or other devices via wireless protocols such as Bluetooth, Wi-Fi or telecommunication networks. Smart devices include mobile phones, smart watches (Apple watch, Samsung Galaxy, Google Pixel, Space Talk and Garmin being the most common), tablets, personal listening devices (eg. iPods) and fitness trackers, including any device with wireless connectivity.

4. Policy

This policy specifies the conditions applying to the use of Smart devices, guidelines for Mentone Grammar students on campus and during excursions, learning journeys and co-curricular activities.

It is the responsibility of students who bring Smart devices onto the School premises to follow the guidelines outlined in this document.

Mentone Grammar accepts that parents/guardian provide Smart devices to students to protect them from everyday risks involving personal security and safety. This includes students travelling to and from school on public transport. Students are permitted to use their Smart devices whilst travelling to and from school. However, the School recommends that for their own safety students should not use earphones whilst on public transport or walking/riding to and from School.

Once students arrive at school, their smart device(s) must be 'off and away', preferably stored in their locked locker. During the day, students will be informed by a/their teacher if they can access their smart device for learning purposes. Students should only access their Smart devices after the final bell at the end of the school day to read messages.

Where students are involved in Learning journeys involving overnight stays, students attending are not permitted to carry Smart devices.

Exceptions to this policy may be permitted in rare cases should it be requested by a parent/carer. In such cases, a medical report outlining the rationale for the student requiring them having a phone at school and on school activities, must accompany the request. All requests will be handled on an individual basis and should be directed to the relevant Head of Campus. Where an exemption has been granted, the student must use their Smart device only for the purpose for which the exemption has been granted, in line with the medical recommendation and in a safe and responsible manner. The School may also allow exceptions to the policy related to managing risk when students are offsite.

Parents are reminded that in cases of emergency, the Campus office is the first point of contact.

5. ELC, Eblana and Riviera

Smart devices must be switched off and kept in the students' locker or school bag during the school day. Students are not permitted to use or wear a Smart device during the school day within the school grounds including recess and lunchtime.

Students are required to have teacher permission to take a School issued iPad out of their classroom.

If students need contact with parents/guardians during the school day they are to discuss this with their Head of Campus and utilise the School telephone located at the Campus office.

6. Bayview, Greenways and Frogmore

Students must switch off and lock all Smart devices in their locker during the school day – 'off and away'. Students are not permitted to use or wear a Smart device during the school day within the school grounds including recess and lunchtime.

Students are not permitted to take Smart devices to sport training.

If students need to contact parents/guardians during the school day they are to discuss this with their Head of Campus/Deputy Head of Campus/House Coordinator/Year Level Coordinator and utilise the School telephone located at the Campus office.

7. Theft or damage

- The School accepts no responsibility for replacing lost, stolen or damaged Smart devices, including in circumstances where a Smart device is confiscated due to inappropriate use or otherwise stored by the School. The phone safety and security is the responsibility of the student.
- The School accepts no responsibility for replacing lost, stolen or damaged Smart devices whilst students are travelling to and from School.
- It is strongly advised that students use passwords/pin numbers to ensure their devices are protected from unauthorised use.

8. Inappropriate conduct

- Any student found to be not following these guidelines may be issued with consequences as outlined in the Student Code of Conduct.
- Any student found to be using a Smart device during an examination or assessment may be issued with consequences consistent with our Student Code of Conduct.
- Students must not engage in personal attacks, harass another person, or post private information about another person using text messages, taking/sending photos or objectionable images, and phone calls. Students using Smart devices to bully or harass one or more other students will be issued with consequences consistent with our Student Code of Conduct.

It should be noted that it is a criminal offence to utilise a communication service to intimidate, harass or cause offence to another person.

9. Related policies

[ICT Policy](#)

[Student Code of Conduct](#)

Internal Use

Unauthorised use of Smart device	Consequences, Tasks & Education Focus	Internal guidelines
First Offense	Confiscation of the smart device. Handed to campus office and to be collected at the end of the day.	Details recorded in TASS.
Second Offense	30min Detention Confiscation of the smart device. Handed to campus office and to be collected at the end of the day. Reflective Comprehension Task.	Parents informed through email, also indicating this is the 2nd offense – next offense is a 1 hour detention. Details recorded in TASS.
Third Offense	1 Hour Detention Smart device must be handed into the campus office at the beginning of the day and collected at the end of the day for 5 days. Research & Reflective Task on Personal Use of Smart devices.	Student discussion with mentor and YLC/HC. Details recorded in TASS.
Fourth Offense	Confiscation of phone. Parent to collect the phone at the end of the day from the campus office. Smart device must be handed into the campus office at the beginning of each day and collected at the end of each day for 10 days.	Discussion with mentor and YLC/HC. Details recorded in TASS.
	Further offences – Level 3 Student Code of Conduct	Deputy Head / Head of Campus meeting with parents/carer. Details recorded in TASS.