



Mobile Phone and Technology Use Policy and Agreement

Version Management

Version	Date	Changes	Author
1	02/09/2025	Policy created and implemented	EA

Mobile Phone and Technology Use Policy	
Legislation, Compliance interactions and Internal Policy	Children and Community Services Act 2004 (WA) Children and Community Services Amendment (Reporting Sexual Abuse to Children) Act 2008 Equal Opportunity Act 1984 (WA) Occupation Safety & Health Act 1984 (WA) School Education Act 1999, Western Australia, Sections 22-28 (the Act) Privacy Act 1988 Code of Conduct for Staff, Contractors, Volunteers & Council Members Student Code of Conduct Parent Code of Conduct Dispute and Complaint Resolution Policy National Child Safe Organisation Bullying Prevention and Intervention Policy
Delegated Policy Owner (Custodian)	Principal
GHSS Website SZapp:	Yes Yes
Feedback:	office@goldenhill.wa.edu.au
Review/stakeholders:	; Board

PURPOSE

The purpose of this policy is to outline the responsibilities for students and parents in using phones and laptop computers at Golden Hill Steiner School.

LAPTOP COMPUTERS

RATIONALE

Laptop computers that we provide for students at Golden Hill are intended for educational purposes only. This includes Internet access and software.

PRINCIPLES

Education Purposes

- Laptop computers come pre-installed with all the necessary software for student use. Only school-approved software is to be stored on the laptop computer.
- The school reserves the right to carry out software, hardware and data inspections of laptop computers at any time and follow up accordingly.

Student Responsibilities

- Take reasonable care of the equipment to protect it from accidental damage.
- Take care not to touch the screen with a finger or pen - doing so can scratch or mark the screen permanently and this will not be regarded as accidental damage.
- Students are not to remove any identification labels from the laptop computer.
- When not in use, the laptop should be placed inside the secured locker. Please ensure the laptop is placed on charge.
- Laptops are not allowed on overnight trips or field trips without the explicit approval of the teacher in charge.
- Laptop computers should be operated in a safe working environment at all times.
- The software loaded on the laptop computers is licensed to the school. Students are not permitted to copy, transfer or delete software.

Parent Responsibilities

- Ensure students fulfil their responsibilities as outlined above.

Use of the School Wireless Network & Internet Access

- The school wireless network and all the associated infrastructure are available for educational use with student laptop computers.
- At the school, the internet is only to be accessed through the school wireless network.
- All downloads need to be for educational purposes only. This will be monitored by the school.

Loss, theft and repairs

- The school has sourced accidental damage protection insurance. A teacher must be notified of all accidental damage as soon as possible. The repair will be organised by the school's IT technician. Any deliberate damage, for example, scratching a name on to the computer,
- removing keys, etc. will be considered deliberate damage and will not be covered by the policy. Any such damage may incur a cost to the parent/guardian for replacement/repair of the laptop. Use of a school laptop will be suspended until payment is received.
- All instances where damage is the result of negligence, carelessness, inattention or apparent disregard for the laptop or accessories are not covered by insurance.

Classroom Usage

- The classroom teacher will manage the use of the laptop computers in the classroom.
- Students are not permitted to take out or use a laptop computer without the permission of the classroom teacher.

MOBILE PHONES

At Golden Hill Steiner School, students are not permitted to have mobile phones or electronic devices such as smart watches, gaming devices, air pods, digital cameras or similar with them during the school day. This includes before school, during break times, and on school camps and excursions.

While parents are discouraged from providing their child with a mobile phone, the school recognises that there are times when it is appropriate and useful for students to have access to a phone. This might be to confirm or change arrangements to pick up a child from music rehearsals, sport practice or similar activities before or after school, or for security to and from school and / or part time work commitments.

RATIONALE

Reasons that mobile phones and other electronic devices are not permitted at Golden Hill Steiner school:

- These devices are a distraction to students and can disrupt classes, the teaching process and break times.
- The school's duty of care may be compromised if students contact parents directly when they are unwell and may be collected without the school's knowledge.
- Mobile phones and other electronic devices are the sole responsibility of its owner. The school cannot accept any responsibility for any theft, loss or damage to these devices.
- Good order and management of the school could be compromised if students contact parents directly for matters related to student behaviour management.

- The rise in smartphone use has been linked to increased depression, substance use, and suicide rates in adolescents. (Khan A, McLeod G, Hidajat T, Edwards EJ. *Excessive Smartphone Use is Associated with Depression, Anxiety, Stress, and Sleep Quality of Australian Adults. J Med Syst.* 2023 Oct 20;47(1):109. doi: 10.1007/s10916-023-02005-3. PMID: 37858009; PMCID: PMC10587281.)
- Mobile phones can lead to a decrease in face-to-face social interactions, which are essential for developing social skills and building relationships. (Philippe Verduyn, Julia C.C. Schulte-Strathaus, Ethan Kross, Ute R. Hülshager, *When do smartphones displace face-to-face interactions and what to do about it?*, *Computers in Human Behavior*, Volume 114, 2021, <https://doi.org/10.1016/j.chb.2020.106550>.)
- The addictive nature of smartphones can lead to excessive screen time, which is associated with poor sleep patterns, reduced physical activity, and impaired academic performance. Setting screen time limits and promoting offline activities can help manage this addiction. (Devi KA, Singh SK. *The hazards of excessive screen time: Impacts on physical health, mental health, and overall well-being. J Educ Health Promot.* 2023 Nov 27;12:413. doi: 10.4103/jehp.jehp_447_23. PMID: 38333167; PMCID: PMC10852174.)

PRINCIPLES

Student Responsibilities

- No students are allowed to have phones on school grounds. Should a student bring a phone to school, they are required to hand it in to the office before class and retrieve it at the end of the day.
- Students are to put smart watches in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day
- If students need to contact their parents/carers, they can do so through the school's administration.
- Unauthorised sound recording and image capture of any member of the school community on or in the vicinity of the school grounds using any electronic device including laptops, is strictly prohibited. Posting any such unauthorised images on social media is considered a serious breach of school conduct.

Parent Responsibilities

- Parents are encouraged to establish phone usage rules and monitor phone usage at home.
- Parents should deter children from using social media and accessing harmful sites.
- If parents/carers need to get a message to their children during the school day, they should call the school.

Non-compliance with this policy:

Students who are seen with mobile phones or other electronic devices at school will have these confiscated.

- **1st Offence:** The confiscated item will be logged and stored at the GHSS office and can be collected by the student after school hours. The student's parents will be notified of the incident.

- 2nd and Subsequent Offences: As for the first offence, the device will be confiscated, logged and stored at the front office and can only be collected by the parent/carer of the student.
- At any time, a student's refusal to follow a staff member's request to hand their phone to the staff member will be treated as a serious breach of the school's behaviour code.

Golden Hill Steiner School seeks to work in partnership with families to support the ongoing safe and welcoming teaching and learning environments for all. Parents are encouraged to report significant concerns or issues regarding cybersafety.

Further reading:

eSafety Commissioner: <https://www.esafety.gov.au/>

eSafeKids: <https://www.esafekids.com.au/cyber-safety>

The Cybersafety Project: <https://cybersafetyproject.com.au/>

Australian Centre to Counter Child Exploitation: <https://www.accce.gov.au/>

Scam Watch: <https://www.scamwatch.gov.au/>

TECHNOLOGY USE CONTRACT

Student and Parent Agreement:

We confirm that we have read, understood and agree to all the conditions outlined in the aforementioned policy statement (GHSS Mobile Phone and Technology Use Policy.)

Student's Name: _____

Student's Signature: _____

Date: _____

Parent/Caregiver's Name: _____

Parent/Caregiver's Signature: _____

Date: _____