

## Policy and Procedure – Digital Devices and Mobile phones

*\*Notice of this policy and procedure has been issued to students via Sentral and the Principal has issued multiple notices on school assemblies in Term 3, 2023.*

### **Mobile Phones**

- Mobile phones turned off and put away once on school grounds.
- Ear buds, earphones and head phones must be put away once on school grounds.
- Mobile phones are not to be used in class including roll call.
- Mobile phones must remain out of sight at all times.
- Mobile phones can only be used for educational purposes with the permission of the teacher.

### **Consequences of inappropriate uses of mobile phones**

#### **1. If phone is out in class or rings in class**

- a) Confiscation
- Teacher instructs student to take their phone/device to a DP. Another student to accompany.
  - DP will place phone in an envelope with student name to be kept safe in the front office. If DP is not available, office staff will place in envelope and notify relevant DP.
  - Sentral entry made by DP.
  - Student to pick up phone at the end of the day.
  - If a student refuses to follow instructions – teacher refers to supervising head teacher in accordance with the school behaviour management policy and procedures.
- b) Repeated infringements (2 or more) follow procedure in 1a) above, will result in DP contacting parent. Further consequences will be discussed with parent. (Possible actions: after school detention, phone kept in safe and parent to collect from school. This will be at the discretion of the DP in consultation with the parent).

#### **2. If Mobile Phones/ Electronic Devices are out in the playground at break times.**

- a) Confiscation
- Teacher instructs student to take their phone/device to a DP. Another student to accompany. Teacher to get student name and year
  - DP will place phone in an envelope with student name and placed in safe. If DP is not available office staff will place in safe and notify relevant DP.
  - Sentral entry made by DP.
  - Student to return to teacher with a note from DP notifying them that student has taken device to office.
  - Student to pick up phone at the end of the day.
- b) Repeated infringements – (see 1b above).

### **Other Digital Devices such as computers, iPads, etc**

- Devices that are not mobile phones are permitted to be used for educational purposes in class provided BYOD documentation has been provided.
- Nintendo Switches or other gaming devices are not permitted.
- Computers and iPads are not to be used during break times.
- If there is an educational reason for the use of a computer or iPad, students must either go to the library or approach their teacher for permission to work in a room close to that teacher's staffroom.

Updated 18/08/2023