



STUDENT MOBILE PHONE AND SMART WATCH LOCKER POUCH POLICY ADDENDUM

For the sake of this policy, the term “Mobile Phone” also refers to wireless ear buds and smart watches with cellular function.

Mobile phones will not be used during school hours unless access has been facilitated by a teacher for the explicit purpose of learning. Every student will be assigned a personal Phone Locker Pouch with an ID Number, similar to being assigned a textbook. While the Phone Locker Pouch is considered school property, it is each student’s responsibility to bring their pouch with them to school every day. These pouches will be issued through the school’s office system.

Mobile Phone Procedures

Students will be required to turn their phone off and place their phone inside the pouch as or before they enter the school grounds, securely close it and store in their school bag.

Each student will maintain possession of their mobile phone inside their Phone Locker Pouch for the duration of the school day where the phones remain locked. Roll call teachers will check this procedure has been followed. Students arriving late will go through this process at the school office. Students are responsible for the safety of their own phone.

At the end of the day students leave the school and unlock their pouch using the unlocking stations positioned at the main exit points of the school and place their pouch in their school bag for the next day.

No unlocked phone is permitted on school grounds during school hours unless part of a learning experience at the explicit direction of teaching staff.

If a student needs to make a phone call for any purpose, they are to make contact with one of the Deputy Principals to organise this ahead of time.

When a phone is sighted by staff

The staff member will ask for the phone to be handed over immediately and place the phone in the front office. Parents or guardians will be contacted, and arrangements will be made for the release of the property. Where contact cannot be made with the parent or guardian, the phone will be released to the student at the end of the school day.

If the student refuses to hand over the phone, the staff member will send the offending student with their phone to the school office where the e.g. Deputy Principal will record this and contact their parents. This action may result in suspension with disciplinary action being at the discretion of the principal.

Damaged or lost pouches

Students who have lost or damaged their pouch are not to bring their phone to school until they have organised a replacement pouch. Students will be required to pay a replacement fee for the replacement pouch (It is expected that the fee will be approximately \$20 at the time of writing this policy and indexed to CPI for future years).

Phone Locker Pouch Inspections

Periodically throughout the school year all students' Phone Locker Pouches will be inspected to ensure they are still functional and being kept in good order. Students' pouches that are damaged or graffitied will be either surrendered and billed OR replaced as determined by the Deputy or Principal.

Students who do not have their phone pouch with them will be required to hand their phones into the front office for the school day, their details will be recorded and follow up procedure of parent notification will be required.

Excursions

Whilst off-site on school-based activities, the pouch system still applies and students must keep their phone in their pouch, unless explicitly stated for a specific purpose. This includes school carnivals. Where students may not return to school at the conclusion of an event, the supervising teacher will bring a mobile unlocking station for students to release their phones prior to departure.

Adjustments

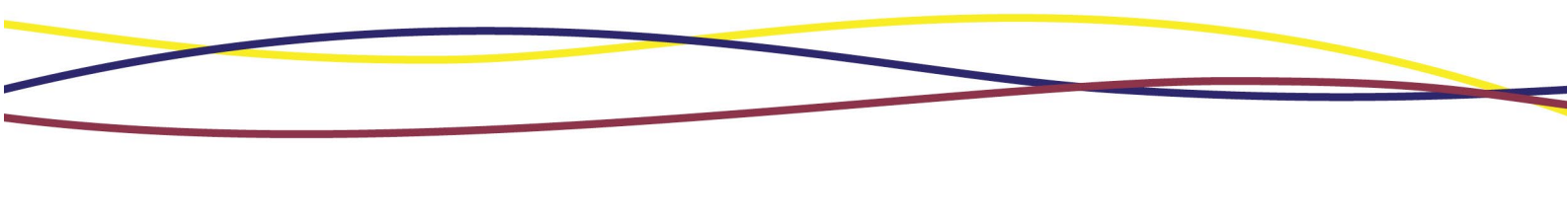
Adjustments to any part of this procedure may apply for some students under medical or exceptional circumstances, however full exemptions will not be provided. Medical evidence may be required to support applications for partial exemptions. Parents and caregivers can request alterations, and these will be considered on a case-by-case basis and granted when required by law or at the discretion of the principal. For students who wish to contact employers during the school day or vice versa, the school is willing to generate an official letter upon request indicating that students will not be contactable except through the front office.

Responsibilities and Obligations

For students

- Be safe, responsible, and respectful users of digital devices and online services and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different procedures and rules.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.
- Should a student need to make a call during the school day, they must approach the administration office and ask for permission to use the school's phone.

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible, and respectful use of digital devices and online services.
 - Support implementation of this policy, including its approach to resolving issues.
 - Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
 - Communicate with school staff and the school community respectfully and collaboratively.
 - Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom. Staff will also be required to model this in their daily work.
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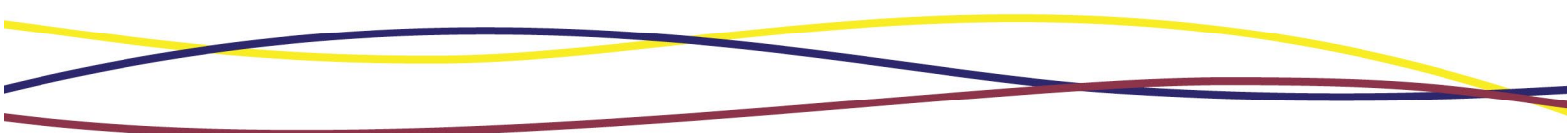
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.
- During school hours, parents and carers are expected to only contact their children via the school office. If you need to collect your student, we will send for them to meet you at the front office.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible, and respectful use of digital devices and online services. This includes:
 - Establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.
 - Identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device.
 - Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
 - Educating students about digital citizenship - online privacy, intellectual property, copyright, digital literacy, and other online safety related issues.
 - Model appropriate use of digital devices and online services in line with departmental policy.
 - Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy, and any statutory and regulatory requirements. This includes:
 - Reporting the creation, possession, or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
 - Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
 - Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible, and respectful use of digital devices and online services.
- Participate in professional development related to appropriate use of digital devices and online services.

For School Administrative Staff

- Implement the administrative processes outlined in this policy.
- Assist students to lock/unlock their pouches throughout the day when entering/exiting the school grounds where necessary.
- Communicate with parents and carers and teaching staff where required to ensure the smooth implementation of the policy.



For non-teaching staff, volunteers, and contractors

- Be aware of the Department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Communicating this procedure to the school community

Students will be informed about this policy and provided with updates regarding its implementation through Roll Call, Whole School Assemblies and via Compass. Feedback will be collected on a regular basis through the Student Representative Council (SRC).

Parents and carers can access this policy on the school website or in hard copy form at the school administration office.

Complaints

If a student, parent, or carer has a complaint under this procedure, they should first follow the school's complaint process. If the issue cannot be resolved, please refer to the Department's guide for students/ parents/ carers about making a complaint about our schools.

Review Date: This policy will be reviewed within three weeks of the commencement of Term Four 2024, notwithstanding and major amendments being required beforehand.

