



Belling High School Electronic Devices Policy

Preamble

- This policy covers the appropriate use of Electronic Devices at Belling High School. When devices are misused by students, they can be very disruptive to teaching and learning and, in some cases, cause harm. For the well-being of students, devices should be used to build health and feelings of safety, not distract students, or impact upon them by missing work, being caught up in negative comments or being focused on their devices instead of people or other parts to their life.
 - Electronic Devices refers to **mobile phones, smart watches, tablets, gaming devices** etc and includes the wearing of ear buds, headphones in class.
 - Laptops are dealt with under the school's Bring Your Own Device Policy.
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Rationale

Belling High School acknowledges that mobile phones and electronic devices play an important role in today's society, are multifaceted in their use and can prove highly beneficial in their educational use. We also acknowledge that these devices can provide a degree of security whilst travelling to and from school. The school also acknowledges that mobile phones and other electronic devices are also a part of students' day to day lives.

The school understands that students do bring mobile phones and other electronic devices to school for a variety of reasons. The following policy outlines the acceptable use of mobile phones, portable computer games, recording devices and cameras at school, to ensure that the school community is supported in a safe and respectful environment which focuses on learning. This policy is based upon Legal Bulletin Issue No: 35. Parents will be updated annually regarding the Electronic Devices Policy – available on the website and presented in the first Newsletter each year.

Responsibility:

- The electronic device is the student's responsibility. Belling High School will not accept any responsibility for the security, loss or damage of the device while in the student's possession.
 - During class time electronic devices are to be turned **OFF AND AWAY** in the student's bag.
 - Students should not use the device to record images, video or sound (unless under explicit teacher instructions).
 - Students should not use the device for accessing, downloading or sending inappropriate, offensive or prohibited material.
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- Students should not use the device to contact a parent/caregiver during class time. Emergency contact should only be made through the administration office and to the School Administration Office.
 - **All parent/carer contact with students should occur through the front office on 02 6655 1315**
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Usage

- Students are not allowed to use electronic devices without the direct permission of a teacher whilst in any place where directed learning or educational activity is occurring. This includes: all general classrooms, specialist classrooms, the school library, the agriculture plot, sport and PE classes, sporting venues away from school, industry visits, assemblies, other meetings, guest speakers / presenters, swimming/sport carnivals, camp activities and excursions. No pressure is to be placed upon staff to agree.
 - The school will take all reasonable care with the safe keeping of confiscated electronic devices but takes no responsibility for the loss or damage of confiscated electronic devices.
 - If a student has to carry an electronic device to and from school, it is their responsibility to ensure that it is stored securely away during the school day.
 - Students are not permitted to take photos or videos at any time at school unless they have direct permission from a teacher. No pressure is to be placed upon staff to agree to this by students.
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Procedure

- All devices are to be off and away BEFORE entry into the room. If a device is seen on, in use or out of a bag, it will immediately be confiscated. There will be no reminders, warnings, explanations of rules and policies, or chances.
- If a student is misusing an electronic device whilst on school grounds it will be confiscated and placed in the safe in the front office with the student's name on it. The device can be collected from a Deputy Principal or the Principal or their delegate at the end of the day. Misuse is defined as a breach of the usage guidelines above.
- If a device is confiscated more than once OR a student refuses to hand over the device when requested (immediately), the following measures will be taken:

Consequences

Consequences of a breach of this policy may include:

- Confiscation of device for collection at the end of the day, or time of leaving school, from Deputy Principal or the Principal or their delegate.
- Confiscation of a device until such time as a parent/caregiver is able to attend the school to collect the device.
- In the case of bullying, harassment or threatening behaviour, school-based management (meetings, detentions, reflection, suspension) as well as outside agencies such as the police may be involved.
- Once suspension has been reached, the student will be required to surrender their phone daily to the Principal, Deputy Principal or delegate for the duration of the time on an RFS level card. The student must NOT have ANY electronic devices – theirs or that of others, while on return

from suspension for the duration of the RFS card. This will be a condition of re-entry from suspension.

Per Term:

- First Breach – Sentral entry and pick up at end of day.
- Second Breach – Sentral entry and interview with Deputy. Parents contacted
- Third Breach – Sentral entry, parent to pick up device, and pre-suspension letter and/or Reflection
- Fourth Breach - Suspension for continued disobedience

In case of refusal to hand over the device, school-based management will be involved. All instances of this will involve the Deputy Principal or Principal (or their delegate).

Confiscated devices will be:

- Turned off by the student
- Placed in an envelope with the student's name, date, time and teacher's name.
- Placed in front office and entered on register by the staff member who confiscated device or their supervisor.
- Picked up at the end of the school day or when the student is leaving for the day from the Principal, Deputy Principal or their representative.

Roles

Students:

- Follow the requirements of the policy by not using electronic devices at school whilst in any place where directed learning or educational activity is occurring.
- Hand over a device when requested without argument. Ensure device is turned off at that time.
- Collect device at the end of the day, or at the time of leaving school from the Deputy Principals or the Principal or their delegate.

Parents/Carers:

- Support the school in the implementation of this policy.
- Ensure their child fully understands the policy and its requirements.
- Provide support to the school in the implementation and enforcing of the policy.

Teachers:

- Support the implementation of the policy. Place confiscated devices in envelopes provided and fill in details on front.
- Take envelope to front office and fill in register.

Head Teachers:

- Support the implementation of the policy.
- Support staff.

Principal / Deputy Principal:

- Support the implementation of the policy.
 - Return devices at the end of the day or time of leaving and complete & monitor register.
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