

Managing Breaches of Mobile Devices in School Policy

Classroom and Yard Process

The Department of Education does not permit student use of mobile devices in public schools unless for medical or teacher directed educational purpose. The use of mobile devices for all students is prohibited from the time the commencement of their first class to the conclusion of the school day, unless under the instruction of a teacher or staff member for educational purpose. This includes break times (Off and Away All Day). For the purposes of this policy, 'mobile devices' includes smart watches, other electronic communication devices, and associated listening accessories, such as, but not limited to, headphones and ear buds. All communication between parents and students, during school hours, should occur via the school's administration.

Student device is visible or in use in the classroom or at recess/lunch.

Classroom/Duty Teacher requests that student hand over device.

Student hands device to Classroom/Duty Teacher.

Yes

CLASSROOM and YARD

The **TEACHER** will:

- advise student to collect device from Student Services at the end of the day;
- take device to Student Services Administration desk (at the end of the recess or lunch if confiscated while on duty);
 - place device in envelope provided in Student Services and complete details;

STUDENT SERVICES will:

- send *Mobile Device Violation* letter to parent/carer;
- enter details on Compass;
- contact parent/carer by phone- **Program Coordinator Student Services or Year Coordinator**.
(Second and subsequent breach only. For second breach, advise parent/carer device will need to be collected by them at the end of the day for any subsequent [three or more] breaches). Parent may give verbal consent for student to collect phone.

No

CLASSROOM

The **TEACHER** will:

- inform the HoLA or Student Services if the HoLA is unavailable;
- contact the parent/carer.

HOLA/STUDENT SERVICES will:

- request that the student hand over their device.
- If student refuses to hand device to the HoLA, they will contact **STUDENT SERVICES**

YARD

The **TEACHER** will:

- inform Student Services as soon as able;

When contacted, STUDENT SERVICES will:

- request that the student hand over their device;
- contact the parent/carer.

At the point where a student refuses to follow a reasonable request to hand over their device, staff will follow Managing Student Behaviour processes.

Student hands device to HoLA/Student Services Coordinator.

Yes

HOLA/STUDENT SERVICES will:

- advise student to collect device from Student Services at the end of the day;
- send student back to class

STUDENT SERVICES will:

- follow the process above.
- administer further support and intervention on a case-by-case basis

No

STUDENT SERVICES will:

- issue a suspension for one day (*Violation of Code of Conduct or school/classroom rules*)
- follow Student Behaviour Management and Restorative processes
- administer further support and intervention on a case-by-case basis

Student breaches policy three or more times.

The above processes are adhered to. Student cannot collect their device at the end of the day without express permission from parent.

STUDENT SERVICES:

- Send third and subsequent breach SMS to parent/carer advising that the device needs to be collected from school;
- Enter third and subsequent offences in Compass *3rd and Subsequent Offence-Mobile Device Confiscation*;
- Contact the student and parent/carer upon the student's third breach- **Program Coordinator Student Services**.
- Student to be issued with a detention as a consequence
- Students may be required to hand devices in at the beginning of their school day and collect at the end, for a set period of time, where use of device continues to be an identified issue