



Mendooran Central School

Use of Digital Devices including Mobile Phone Policy and Procedure

Purpose

This procedure guides student use of digital devices including mobile phones and online services at our school.

Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

Our School's Approach

This procedure provides a framework for the appropriate use of digital devices and online services by students in our school. The use of a digital device and online services includes a PC, laptop, tablet, mobile phone, wireless headphones, or smart watch. The appropriate use of digital devices is when it is embedded as part of the learning plan eg: reading an ebook, working on school specific online programs in class, researching material for a class topic or seeking definitions.

Inappropriate use is when a device is used but not required for learning. Failing to follow the directions of staff, sending text messages or making phone calls, using social media, disrupting the class with music or video, using the recording function without permission, accessing a site other than the ones indicated by a teacher and accessing offensive material.

At Mendooran Central School every student is provided with a Chromebook to use during class time, to aid them in their learning. Students who bring a mobile phone to school will be provided with a mobile phone Yondr pouch to safely store the mobile phone during the school day. Students will be able to keep their mobile phone stored on their person locked within their pouch. Students are to turn mobile phones to aeroplane mode or off during the day while inside the pouch. Students will place their mobile phone in the pouch upon entry to school each morning. Students will be able to unlock their pouch when exiting the school at the conclusion of the school day.

The digital device policy is also applicable to school sport. Students will not be able to unlock their mobile phone until the conclusion of school sport. This policy will still apply when they are attending school

excursions or carnivals. The school discipline policy will be applied for any misuse of digital devices during these activities.

Students wishing to bring a mobile phone to school must only do so under parental permission. These students and their parents and carers are expected to sign an agreement about the appropriate use of digital devices, and the consequences of breaking this agreement.

Pre-approved Learning Activities

There may be times when digital devices including mobile phones may be used at the discretion of the classroom teacher for a pre-approved learning activity. In this instance the teacher will apply and arrange for this through internal school process. Students will be able to access and use their digital device including mobile phone, then relock their device after the activity has concluded.

In the case of distance education classes, students must provide evidence, in writing, that their distance education teacher requires their phone for classroom use, for a specified time/task, and then students will be permitted to unlock their Yondr, perform the task, and re-lock at the conclusion of the task.

Special Circumstances

Special Circumstances to any part of this procedure may apply for some students, where a mobile phone is required as a medical emergency device. Parents and carers can request for special circumstances consideration, with appropriate documentation, and these will be considered on a case-by-case basis and granted at the Principal's discretion. This may include access to the digital device including mobile phone at a particular time or as negotiated due to specific medical diagnosis

Staff use of digital devices including mobile phones

Staff need to have their digital devices including mobile phones on them in case they require them in an emergency. Staff also require them for administrative purposes – such as roll marking. However, apart from these circumstances staff are expected to model appropriate digital device including mobile phone behaviour and only use their device where necessary.

Consequences for inappropriate use

School disciplinary processes will be followed for misuse of technology. Student use of devices for learning will be monitored for the use of appropriate websites, images and programs. Where students are found to be misusing devices, the student's device will be confiscated for the lesson and then will be issued with paper-based work alternatives. For specific misuse of a mobile phone, staff will confiscate the mobile phone if the mobile phone is out of the allocated Yondr pouch during the school day. Any evidence of wilful damage to the Yondr pouch will result in confiscation of the mobile phone. The mobile phone will then be secured in a clearly labelled envelope within the front office for collection by parents at the conclusion of the day. Repeated misuse will result in escalation of disciplinary processes for continued disobedience, which may include formal caution and then suspension.

1. Misuse of a digital device will result in the classroom teacher confiscating of the device. This includes a mobile phone that is seen outside of the Yondr pouch during the school day, or wilful damage sighted to the Yondr pouch.
2. The teacher will provide the student with paper-based alternative work. The device will be returned to the student for use in their next lesson. In the case of mobile phone misuse, the teacher will contact an executive member to collect the mobile phone.
3. The teacher will record the incident in Sentral.
4. In the case of mobile phone misuse, the executive member will take the mobile phone in a labelled envelope to the front office where it will be secured for the remainder of the school day awaiting parent pick up at the conclusion of the school day. Should the parent be unable to collect the device on this day, or by the parent's choice, the device will remain locked in the office until a time at which the parent can collect it.

5. For repeated instances, the following will apply:
- 2nd incident - a formal caution for misuse of technology
 - 3rd incident - may lead to a short suspension for continued disobedience
6. If a student refuses to hand over a device or mobile phone, an executive member will assist to follow up the incident and further disciplinary actions applied.
7. If a student continues to escalate and refuse to comply with executive instruction, this may result in a short suspension for continued disobedience.
8. Upon resolution of a suspension, a device or mobile phone agreement will be arranged with parents that may include device submission at the front office directly at the beginning of each school day for a period of time OR agreement that device is not to come to school for a period of time.
- Any damage to a mobile phone pouch will result in a replacement pouch fee of \$20. The Mobile phone will not be permitted at school until replacement pouch has been purchased.

Contact between students and parents and carers during the school day

Should a student need to make a call during the school day, they must seek approval from an executive and ask for permission to use the school's phone. They will then be permitted to use the school phone in the administration office. During school hours, parents and carers are expected to only contact their children via the school office on (02) 6886 1149. Our school office staff will assist parents and carers.

Responsibilities and obligations

For students

- Be safe, responsible and respectful users of appropriate digital devices and online services, and support their peers to be the same. Use digital devices only for the intended classroom activities and only accessing websites under teacher instruction.
- Abide by the Use of Digital Devices policy, ensuring the safety and proper use of the Yondr case system. Students will lock phones away immediately upon entering the school grounds and must only unlock them under staff supervision and/or when exiting school in the afternoon.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the [DEC Behaviour Code for Students](#).

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 the school procedure, 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 as outlined in the [2018 DEC School Community Charter](#).
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.

For the Principal, teachers, and non-teaching staff

Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services.

- 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.
- 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.

Communicating this procedure to the school community

Students will be informed about this procedure through school assemblies, the school website, and student email communication of the updated policy.

Parents and carers will be advised via the school newsletter and school Facebook. This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our 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

The Principal or delegated staff will review this procedure annually.