Electronic Device Policy

All electronic devices are to be used in a safe respectful manner.

“Off and Out of Sight”

OVERVIEW

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<td>All electronic devices are to be <strong>off and out of sight</strong> unless the teacher allows them to be used as a learning tool.</td>
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<td>Playground</td>
<td>Appropriate use. Note: <em>It is preferred that phone calls and text messages regarding student concerns at school be made via the front office.</em></td>
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PBL Expectations

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<th>SAFE</th>
<th>RESPECTFUL</th>
<th>LEARNER</th>
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<td>• When electronic devices are used in an appropriate and respectful manner, students are safe.</td>
<td>• All devices off and out of sight will reduce disruption to teaching and learning.</td>
<td>• All devices off and out of sight will promote engagement in lessons.</td>
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<tr>
<td>• All phone calls and text messages regarding student concerns at school be made via the front office.</td>
<td>• Earpieces out of sight.</td>
<td>• Use electronic devices to support learning only when instructed by a teacher.</td>
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<td>• Devices used where and when appropriate and only with teacher permission.</td>
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Appropriate Use

Electronic devices are to be used in an appropriate manner at all times. The following is a list of appropriate uses of electronic devices.

- Video, photography and audio recordings may only be used for educational purposes with teacher permission. Student breaches of the Privacy Act or the possession of inappropriate images or videos on an electronic device will be taken seriously.
- Social media may only be used with teacher permission. Social media may be used as an educational tool at the discretion of the teacher. The posting of inappropriate material of students or staff past or present will be taken seriously.
- Students will understandably make phone calls and text messages at times during recess and lunchtimes to inform parents, carers, employers or friends of their plans for that afternoon or evening. However, students must understand that informing parents/carers of concerns they may have at school, without first informing or discussing it with a member of staff, is NOT encouraged by the school, as this may result in a parent/carer being unnecessarily or inappropriately alarmed or ill-informed.
- Listening to music during recess or lunch is permitted.
- Playing games is permitted during recess and lunch.
- Using an electronic device to send emails over the DEC intranet is permitted with teacher permission.
- Note taking on an electronic device where appropriate with permission from the teacher.
Expectations
- All devices are off and out of sight in class unless instructed by the classroom teacher.
- Students are expected to use their electronic devices in a safe, respectful manner at all other times.
- Phone calls and text messages, including checking for messages should only be done at recess or lunchtime.

What does this look like?
- Students may use their electronic device in classrooms as a learning tool if given permission by the teacher.
- Students will seek permission from the classroom teacher to use their electronic device in class before doing so.
- Classroom teachers will issue reminders for the safe, respectful use of electronic devices regularly.
- Students may use their electronic devices appropriately in the playground.

Consequences
- Students not following the policy will have their electronic device confiscated and stored in the front office for the remainder of the day and have to collect it after 2:55pm. Teachers are to place the phone in an envelope with the student’s name, class and date. Teachers must bring the phone to the front office as soon as conveniently possible and hand it to the relevant Deputy Principal.
- Phones must be delivered to the appropriate Deputy Principal to be secured for the day.
- Students who continue to miss-use their electronic device will be given a faculty detention and have an entry on SENTRAL database under “using electronic device” (Learner).
- A student who refuses to hand over a mobile phone will be given a class detention in the first instance. If they continue to be defiant then the Head Teacher will issue further consequences.
- Continued and persistent inappropriate use of an electronic device or refusal to follow instruction will be referred to the Deputy Principal by the Head Teacher.
- Any student who makes or receives a phone call in the playground that results in a member of the community coming onto the school grounds without permission or causes a disruptive or conflict situation in the playground, will have their phone confiscated for the remainder of the day and will face further consequences from the senior executive of the school.

Confiscated Electronic Devices Process
- All confiscated electronic devices must be brought to the front office with the student’s name, date of offence and class where it happened.
- These details will be placed in the register.
- For the first offence, the device will be returned at the end of the day.
- For the second offence, parent contact will be made and the device picked up.
- For the third offence, a Formal Caution will be issued along with parent contact and pick up. A one hour after school detention will also be given. This will be recorded in school wellbeing database.
- In the fourth instance, the student will be at risk of suspension for “continued disobedience”.

Teaching Expectations
- Signs outlining expected use of electronic devices are displayed in every classroom.
- The electronic devices policy is posted on the school’s website.
- The electronic devices policy is published in the school newsletter.
- PBL team outlines the policy to staff during whole staff meetings on a regular basis.
- Students are reminded of policy during assemblies.
- Students are regularly reminded of the policy in class.
- Teachers MODEL the expected behaviours.