



**DECEPTION BAY**  
STATE HIGH SCHOOL  
EMPOWERING LEARNERS  
TO THRIVE

## MOBILE DEVICE POLICY AND PROCEDURES

Deception Bay State High School's Mobile Device policy and procedures is informed by departmental guidelines to ensure that mobile phones and other devices are not used by students during school time.

### [Queensland Education Department Student mobile device guidelines](#)

'Away for the day' will support schools to maintain a strong focus on educational achievement, and student wellbeing and engagement by:

- providing optimal learning and teaching environments
- encouraging increased face-to-face social interactions between students
- promoting the health and wellbeing of students through increased social interaction and physical activity
- reducing the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate technology use.

### **School Norms**

- Phones and headphones go into phone pouch upon entry to school property
- Pouch stays locked in bag for the day
- These norms also apply to offsite venues during school hours

These norms are linked to the PBL Rule of Cooperation and the school value of Integrity

### **Exemptions**

- If required, a parent or carer may apply to the Principal for an exemption to have access to a mobile device.
- Exemption may be permitted through documented evidence from a medical professional as part of a student's medical, disability or wellbeing plan
- The Principal will make decisions on exemption conditions based on case-by-case reasoning
- Where an exemption is granted, the school approach will prioritise managed access to the mobile device.
- Exemption conditions will be communicated by the Principal or delegate to school staff so that they can support the exemption conditions
- Students will be issued an exemption card with their mobile device conditions of use

## Procedures

### Students

- Phone and headphones to be locked in school supplied pouch upon entry into school
- Pouch is put in bag and to stay in bag for the day
- Smart watch notifications are to be turned off
- Students without a bag will hand their phone and headphones into the Office for the day
- If required, apply for exemptions for medical, disability or wellbeing reasons in accordance with the school's local policy approach, outlined in the *Student Code of Conduct*
- If permitted to use a mobile device at school under an approved exemption, only use it for the intended and agreed purpose.
- Students are not permitted to use their phone at school or during offsite events# unless they are given explicit permission and their pouch is unlocked by a staff member
- Only access lock sites around school exit points when leaving for the day
- Students on site during Recharge will comply with "Away for the Day" rules
- Follow any staff instructions to show phone pouch or put pouch in the bag
- Follow any staff instructions to comply with confiscation of phone, headphones or pouch
- Non-compliance with the School Norms, policy and procedures regarding mobile devices will result in confiscation and escalated consequences

# Offsite events include excursions, performances, sports carnivals, interschool sport, travel to and from an offsite venue during school hours. In appropriate circumstances, school staff will unlock pouches if the event goes beyond school hours, or to permit students to contact their parent/ carer

### Staff

- Teachers and school leaders will do spot checks for compliance of school norms and procedures
- Staff will ensure that only students with documented exemptions will have access to their device
- Staff will be able to unlock a student pouch at their discretion, only for exceptional use (e.g., in an emergency or to contact parents offsite), or when a student is unable to easily access an unlocking device
- Teachers will request that any student that is non-compliant with the policy and procedures is to hand their device/s and pouch to the Office for the rest of the day
- If students are non-compliant with teacher instructions, then the behaviour is referred to YLL/ HOD/ DP for follow up.
- Office staff will enter student information onto Compass/ spreadsheet and store student devices in specific locker in the Office. Phone will be returned to student at the end of the school day unless the phone has been confiscated more than twice in a year.
- Office staff send message via Compass to notify parent contact of confiscation. This will include a warning that a third confiscation will result in parent required to collect the device/s
- Relay urgent messages from parents/ carers to students in a timely manner

### Parents

- Parents will support school norms, policies and procedures by reinforcing school expectations

- Use school communication channels to relay important messages to their child
- If required, apply for exemptions for medical, disability and/or wellbeing reasons in accordance with the school's policy approach, outlined in the *Student Code of Conduct*
- Work with the school to resolve issues regarding student compliance with the school's Mobile Device Policy
- Use alternative methods to communicate with their child, such as via email if it is not urgent
- Parents are required to pay for replacement of school issued phone pouch if it is lost, damaged or defaced
- Parents are required to collect their child's confiscated device/s when requested by school staff

### **Consequences for non-compliance with mobile device policy and procedures**

Teachers will use a range of strategies to ensure compliance with the policy and procedures. Consequences will be in line with the school's Student Code of Conduct. Teachers may use the Behaviour Management Flowchart to decide level of Behaviour, Strategies and Follow Up Actions.

#### **Teacher managed:**

Phone seen out of pouch

Pouch out of bag

Watch being used to communicate

Pouch remains unlocked

Student using phone without explicit permission

Accessing unlocking device without explicit permission or at the end of the school day#

**First offence:** Confiscation to Office. Collect at end of day

**Second Offence:** Confiscation. Office issued lunch detention; 2<sup>nd</sup> offence warning message sent to parent. YLL, HOD and DP notified.

# End of school day is determined by the student timetable. School hours are from 8:30am to 2:30pm. All students on site for Recharge (Friday 12:50pm to 2:30pm) will maintain the "Away for the Day" expectation.

#### **YLL/ HOD/ DP managed:**

**Third or more offence:** Confiscation. Office issued lunch detention. Parent called to collect phone.

- Minimum one week hand in to Office of phone each day
- Reflection sheet
- Management plan

**Filming, sharing footage while at school** – consequences will be similar to a third offence and decision of further consequences and follow up strategies.

**Non-compliance with instructions** – student sent home, parental support and decision of further consequences and follow up strategies in accordance with Student Code of Conduct.