

## 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.

**'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 environment
- 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 are not to be accessed during the school day
  - Phones and headphones go into bag from 8:25am
  - Phone and headphones stay in bag for the day
- These norms are linked to the PBL Rule of Cooperation and the school value of Integrity

### Procedures

#### Students

- Phones and headphones go into school bag from 8:25am until 2:30pm
- Smart watch notifications are to be turned off
- Students without a bag will hand their phone and headphones into the Student Services Hub for the day<sup>1</sup>
- Students are not permitted to use their phone at school or during offsite events<sup>2</sup> unless they are given explicit permission by a staff member
- Students on site during Recharge will comply with "Away for the Day" procedures
- Students may be required to use a school issued phone pouch due to misuse
- Students may be required to hand their phone and headphones to the Student Services Hub due to misuse
- If using a phone pouch, only access lock sites around school exit points when leaving for the day
- Follow any staff instructions to show phone or headphones, 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

<sup>1</sup> 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.

<sup>2</sup> Offsite events include excursions, sports carnivals, interschool sport, travel to and from an offsite venue during school hours.



### **Student Procedure to hand in phone or headphones**

- If a student is seen with their phone out of their bag; they are using their phone; they are wearing headphones (without an exemption), they will be required to hand items to the Student Hub for the remainder of the day
- A Chronicle entry will be made on the student's Compass profile by the referring teacher. Selecting the "Mobile device violation" – phone or headphones drop down
- When the item is handed in, an "Items Handed In" entry will be made and a slip generated and given to the student.
- The student returns to class and shows the slip to their teacher
- If a student has two or more Chronicle entries for Mobile device violation, then the relevant YLL and DP will be notified for further follow up and consequences
- The student collects their items with their Compass slip at the end of the school day

### **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 to the Student Hub for the rest of the day. See "Student Procedure to hand in phone or headphones" above for further detail
- Teacher logs a Chronicle entry when a student is required to hand their device/s to the Student Hub
- If students are non-compliant with teacher instructions, then the behaviour is referred to YLL/ HOD/ DP as a Major behaviour (Defiance) 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 second confiscation and warning that a third confiscation will result in parent required to collect the device/s
- Relay messages to students in a timely manner if they are urgent

### **Parents**

- Parents will support school norms, policies and procedures by reinforcing school expectations and procedures
- Use school communication channels to relay important messages to their child
- 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 use 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:**

If a student is not complying with the Policy, the teacher will instruct the student to hand their device/s to the Student Hub. Specifically:

Phone or headphones being used without explicit permission from staff

Phone or headphones seen out of bag during school hours

Watch being used to communicate

Accessing unlocking device without explicit permission or at the end of the school day<sup>3</sup>

**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.

<sup>3</sup> 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. YLL/ HOD/ DP issued lunch detention. Parent called to collect phone.

- Minimum one week hand in to Student Hub of phone each day or use of school issued pouch
- Teachers notified via Compass
- Checked each day
- Reflection sheet
- Management plan recorded on OneSchool

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

**Non-compliance with instructions** – follow up strategies in accordance with the Student Code of Conduct. Consequences may include e.g. Detention, internal suspension, suspension.