

Personal Devices Policy



Rationale

This policy has been developed to:

- Support students to develop safe, responsible and respectful mobile phone practices;
- Reduce the impact that inappropriate phone usage has on class learning, the development of resilience, as well as administration and teaching time; and
- Support students to manage their relationship with technology and develop long-term healthy lifestyle habits, including developing the capacity to engage in developmentally appropriate and healthy activities during school lunch breaks that do not involve technology.

Scope

Personal devices include, but are not limited to, mobile handheld devices, mobile telephones, smart watches, iPods, music players, and headphones and other peripherals. In this policy, they are collectively referred to as 'mobile devices'.

Student Responsibilities

- At all times, students must follow the *ICT Acceptable Use Policy*;
- Students may own and use a mobile device outside school hours;
- Students may use mobile devices on the journey to and from school and are encouraged to use them responsibly;
- Students are encouraged to leave mobile devices at home;
- Students who bring a mobile device to school must switch it off and store it in their Yondr pouch at the school gates on entry and may unlock the pouch on exit;
- Students must care for and maintain the integrity of their Yondr pouch. Damaged or lost pouches incur a fee of \$20;
- If a student forgets to bring their Yondr pouch to school, they may check their device in at the office for the day without penalty;
- Students are required to place smart watches in their Yondr pouch when undertaking assessment;
- Students found accessing smart watches to engage in social media or texting during school time will be required to enclose their device inside their Yondr pouch;
- Use of electronic devices on excursions, camps and extended trips will be specified for the particular activity. Students may be required to bring their Yondr pouch on the excursion.

Parent/Carer Responsibilities

Appropriate Use of Devices

- Parents/carers accept responsibility of supervision and development of responsible use of mobile devices by their children;
- Resources are available to parents/carers and students should they encounter issues with mobile devices.

Communication

- Parents/carers should support the policy by sending messages to students' mobile devices outside of school hours;
- For non-urgent issues, parents/carers can send their child an email via the student's EQ email account;
- The school communicates via text message to parents/carers should there be an emergency requiring evacuation or lockdown;
- Parents/carers can expect to be contacted should their child require serious medical attention;
- Parents/carers should contact the office in the case of an emergency requiring that a student be notified. All rooms at our school are equipped with a telephone.

Staff Responsibilities

- Model the appropriate use of mobile devices at school;
- Use mobile devices to fulfil duties, e.g. notify emergency services, report safety issues to administration—particularly when not able to access their laptop devices, issue student reward points;
- Monitor the use of Yondr pouches consistently and apply fair and consistent consequences;
- Employ class routines to assist achieve an interruption-free environment, e.g. designating space in the classroom for students to place their hats and belongings;
- Abide by the Standards of Practice with regard to social media and mobile device use.

Individual Exemptions

Individual students with documented and verified needs will work with the Principal, a Dean, or the Guidance Officer to consider the specific needs of the individual student, and to develop and enact a plan.

Some students with disability or specific health requirement may have, as part of their Personalised Learning Plan, access to devices in the classroom to support their education or health management. When accessing the device/s, they must respect the rules and conditions discussed when creating the plan.

Device Security and Liability

Capella State High School cannot take responsibility for the loss, damage or theft of any electronic device that is brought to school.

Potential Consequences of Misuse

- Students who misuse mobile devices according to this policy will be managed in accordance with the Student Code of Conduct;
- Staff delegated by the principal have the right to confiscate a mobile device or to instruct a student to hand in the device at the student counter;
- Refusal by students to comply will result in a referral to administration and may result in suspension from school;
- Parents or caregivers may be required to collect a confiscated mobile device from the office;
- Serious or repeated misuse will be treated as wilful or persistent disobedience and could lead to suspension from school;
- All personal technology devices must be used at all times within the law;
- Breaches of the law will be referred by the school to Queensland Police Service.

Offence	Process
First Offence	If a student is observed using a mobile device without permission or refuses to secure his or her device in a Yondr pouch, the student will be directed to the student counter, where the mobile device will be confiscated and stored securely. The refusal to comply will be handled per the <i>Following Staff Instructions</i> procedure. The student will be able to collect the device from the student counter at the end of the school day. The student will be required to submit the device in its pouch at the student counter at the start of each school day for one school week.
Second Offence	The device will be confiscated and the student referred to the deans. The student will complete a deans' detention, which will include critical reflection on the incident. The student will be required to produce his or her Yondr pouch for inspection. The student will be required to submit the device in its pouch at the student counter at the start of each school day for two school weeks. Parents may exercise their discretion and choose to ensure the device is left at home for at least the same period.
Repeated Offences	Repeated offences will be referred to the principal and will be recorded as repeated refusal to follow a reasonable instruction and behaviour that impacts on the good order and management of the school. Continued refusal and non-compliance with school requirements for mobile devices may result in after-hours community service, suspension from school, and possibly recommendation for exclusion. On return from any suspension, the student will be required to submit the device in its pouch at the student counter on each school day for the remainder of the school term (minimum four-week period).

External Resources

e-Safety Commissioner <https://www.esafety.gov.au/>

Advice for parents/carers <https://raisingchildren.net.au/teens/entertainment-technology>

Bullying—No Way! <https://bullyingnoway.gov.au/>

Kids' Helpline <https://kidshelpline.com.au/teens/issues/bullying>

Document Management

Date	Changes	Authorised Person
14/04/23	Adjustments to consequences table per processes that have been effective in practice YTD.	G. Lacaze, Principal
10/11/22	Finalisation and leadership approval	G. Lacaze, Principal
02/11/22	Adjustments per staff consultation	R. Foster, HOD
01/11/22	Amendments to draft per Yondr feedback	R. Foster, HOD
31/10/22	Adjustments per parent consultation	R. Foster, HOD
19/10/22	Adjustments for Yondr introduction	R. Foster, HOD
18/07/21	Copied to document template	R. Foster, HOD