

## **SECONDARY MOBILE PHONE/DEVICE, WATCH POLICY (OFF and AWAY)**

*The college recognises that many students are provided with a mobile/personal device by their parents and carers and bring these to school each day. Access to and responsible use of a mobile phone/device is a part of daily life for most young people and it is an important means for contact with parents/carer at the appropriate time of day.*

*To assist students to develop a healthy approach to face to face social interactions and learning in class, this policy supports the deep and sustained focus and engagement in learning experiences without mobile phones or personal smart devices through **OFF and AWAY**.*

**Please note:** *Emergency communication required through the day by a parent/carer is to be completed through Student Services and Reception. Please call: 02 6651 5644. Students may only contact home with a Year Coordinator or by visiting Student Services.*

### **Responsible use of mobile phones and personal devices on college campus:**

- Devices/phones are **OFF and AWAY all DAY** from roll call 8.35am to 3.10pm.
- **Devices/phones/airpods should not be seen** in the yard, classroom, support areas such as LRC, Student Services, iHUB and as directed by staff.
- **The college is not responsible** for loss or theft of personal technology devices. We will take all reasonable care with safe keeping of confiscated electronic devices, but we take no responsibility for the loss or damage of a confiscated device.
- The college will not investigate loss or theft of a device. It is the students responsibility to keep a device safe.
- Students may use their device responsibly at the end of the school day after 3.10pm or at the conclusion of afternoon co-curricular activities, e.g. excursions.
- **Field trips and excursions** will usually follow OFF and AWAY. However, this is to be clarified by the coordinating staff member eg it may be permitted for long trips.
- Year 11 and Year 12 students may only use a device at school to take an image of class work with a staff member's permission.

**Exception to the Rule:** *Students who have a medical diagnosed condition that needs monitoring via an APP eg diabetic and are linked to their device may keep their phone on them but out of sight. This is part of the students medical action plan recorded by the school nurse. Normal Level 1 consequences occur for misuse of technology.*



### **Consequences:**

1. Phones and personal devices that are not **OFF and AWAY** will be **confiscated** and sent to Student Services (or a staffroom if required) for **collection at the end of the day**. Headphones, earbuds etc that are seen or heard in lessons or during breaks inside school hours **will also be confiscated** by staff.  
Staff will ask students to immediately follow directions and they will record this Level 1 behavior and send the phone to Student Services.
2. Personal devices can only **be collected by the owner** at the end of the school day from Student Services.
3. **Year Coordinators** will monitor and follow up device misuse and 3 device confiscations are a lunch time detention. Any further defiance or misuse would usually escalate the behaviour concern and result in a Level 2 behaviour follow up.
4. Three lunchtime detentions would result in a Friday afternoon detention.
5. Inappropriate, used for bullying or continued misuse of devices/phones at school will be handled according to our behaviour management policy.

### **Senior School Privileges (Year 10-11-12)**

- a) **Year 11-12 only** may use headphones/air pods in study periods at a quiet level.
- b) **Year 11 and Year 12** students may **only** use personal devices for music/webinars during study periods when in **the iHUB or senior area** eg David Ford Centre and Year 10/11 Common Room.
- c) **Year 10, 11 and Year 12** senior students may **only** use phones and technology responsibly in their senior hub area at recess and lunchtime.

**Note:** Year 10, 11 and 12 **phones/smart devices** must be **OFF and AWAY** in areas outside of the senior hub area (eg you cannot use a smart watch for messaging).



### Other Considerations

- Staff may request that phones and devices are **OFF and AWAY** in bags or lockers as required during other activities and excursions.
- Inappropriate, continued misuse or defiance by using devices/phones will be handled according to our behaviour management policy.
- Some locations eg ovals may result in a device being confiscated by the staff member and placed in a KLA box or storage area. This would be because it is not practical to get the phone to the office eg Period 6. However, the misuse will be recorded as a pastoral entry and the student will need to pick up the phone as directed by staff eg from their staff room at the end of Period 6.

### Note 1:

Our college mobile phone and personal device policy is part of the computer devices and networks policy which promotes responsible use by students of all electronic and online sources at the college and college related events. Behaviour that promotes harassment or bullying will be viewed as part of the college's *Bullying prevention and intervention policy* and therefore constitute a serious offense. Technology misuse in assessment tasks is malpractice and will usually result in a zero or E grade for that task.

### Note 2:

Use of a phone or mobile or electronic device device at the college includes:

- A personal smart device eg phone, watch, earbuds, airpods or other technology item (not a laptop).
- Receiving or making calls and messages (smart watch, texts/apps etc.).
- Using apps, audio or music functions; camera and video use; and active alerts or alarms.

### Note 3:

A special or limited curriculum technology access requirement may occur in some courses. The Head of Faculty and or Year Coordinator should **seek clarity and permission** for this limited change under the direct instruction of a teacher with a member of the Secondary Leadership Team (Director of Learning and Teaching, K-12 Director of Student Wellbeing, Assistant Principal Secondary). **OFF and AWAY** applies outside of this request if approved.

**Note 4:** The college will review the policy in Semester 1 2024.  
Reviewed (14 September 2023)



## FAQ

- a) **How do I pay for lunch at the canteen?** The canteen is cashless. Families can order through Flexischools, use a card from your bank account or tap and go. However, your device may only be used in the line at the canteen **OFF and AWAY** at all other times.
- b) **What if my insulin monitoring device is an app on my phone?** *Students who are diabetic and are linked to their device may keep their phone on them but out of sight. This is part of the students medical action plan recorded by the school nurse. Normal Level 1 consequences occur for misuse of technology.*
- c) Is listening to a podcast or music during a **study period** acceptable? Only Year 11 and Year 12 may do this if the volume cannot be heard.
- d) **Timetable check**, how do I do this? Use your laptop to check your timetable on School box or a senior student may check it at recess or lunch if in the senior area. Student Services staff can also print off a paper copy for you to have for the day.
- e) Can I check **messages** at my locker during lunchtime if I am in Year 7-8-9? No. Phones should be **OFF and AWAY all day**. All messages from parents/carers should be directed through Student Services on 02 6651 5644
- f) If I have my phone confiscated, can I collect my phone by going past the primary bus lines and into Student Services. No. Move quickly after the bell, this is your responsibility.
- g) What if I have an **early bus** and need to collect a phone from Student Services. Move quickly after the bell, this is your responsibility, also it can be collected the next day.
- h) Do we have permission to listen to music on our phones or watch for example during a class activity? **No, the policy is clear.**
- i) What if there is a particular learning technology need? A special or limited curriculum technology requirement under the direct instruction of a teacher may occur in some courses. The Head of Faculty and or Year Coordinator should **seek clarity and permission** for this limited change with a member of the Secondary Leadership Team (Director of Learning and Teaching, K-12 Director of Student Wellbeing, Assistant Principal Secondary). **OFF and AWAY** applies outside of this request if approved.
- j) I am unwell. **How do I contact home?** All students must do this by going to Student Services and seeing the College nurse. Students should not contact parents directly during school hours.
- k) **I'm leaving early**, can I pick my phone up before the end of the day? When your parent/carer comes to collect you from Student Services your phone may be handed back to you then. We will not accept text messages or phone calls that parents/carers are in the carpark waiting.

