



Canowindra High School

Mobile Device Policy

<p>Preface</p>	<ul style="list-style-type: none"> ▪ This policy covers the appropriate use of Mobile Devices at Canowindra High School. When devices are misused by students they can be very disruptive to teaching and learning and in some cases cause harm. For the well-being of students, devices should be used to build health and feelings of safety, not distract students, or impact upon them by missing work, being caught up in negative comments or being focused on their devices instead of people or other parts of their life. ▪ Mobile Devices refers to mobile phones, smart watches, tablets, ipods, etc. ▪ Use of laptops is dealt with under the school's Bring Your Own Device Policy.
	<p>At Canowindra High School we acknowledge that:</p> <ul style="list-style-type: none"> ▪ Students may need to be in possession of a mobile device, especially a mobile phone, for reasons relating to their safety in travelling to and from school. ▪ There may be some times during school that mobile devices may be used for lesson delivery and educational engagement. A decision to use a mobile device will be under the explicit direction/invitation and supervision of the classroom teacher.
	<ul style="list-style-type: none"> ▪ The mobile device is the student's responsibility. Canowindra High School will not accept any responsibility for the security, loss or damage of the device while in the student's possession. ▪ During the school day mobile devices are to be turned OFF AND AWAY in the student's bag. ▪ Students are not to use the device to record images, video or sound (unless under explicit teacher instructions). ▪ Students are not to use the device for accessing, downloading or sending inappropriate, offensive or prohibited material. ▪ Students are not to use the device to contact a parent/caregiver during school hours. All such calls or messages should be made from the front office. Emergency contact should only be made through the administration office. ▪ ALL CONTACT WITH STUDENTS THROUGHOUT THE SCHOOL DAY IS TO OCCUR THROUGH PHONING THE FRONT OFFICE.
<p>Usage</p>	<ul style="list-style-type: none"> ▪ Students are not allowed to use mobile devices without the direct permission of a teacher while at school. This includes before school, recess and lunch breaks as well as study periods. Mobile devices may be used after the last bell at the end of the day. ▪ The school will take all reasonable care with the safe keeping of confiscated mobile devices. ▪ If a student has to carry a mobile device to and from school, it is their responsibility to ensure that it is stored securely away during the school day.
<p>Alternate activities</p>	<ul style="list-style-type: none"> ▪ During excursions, sporting events and extra-curricular activities students are not to use mobile devices without the direct permission of a teacher. ▪ In the case of overnight excursions students will be allowed to use their mobile phone to contact home at the discretion of the supervising teacher. All contact during the excursion should be through the supervising teacher on the number provided in permission notes.
<p>Procedure</p>	<ul style="list-style-type: none"> ▪ If a student is seen with a mobile device whilst on school grounds it will be confiscated and placed in an envelope in the front office with the student's name on it. The device can be collected from a Deputy Principal or the Principal at the end of the day. ▪ If a device is confiscated multiple times the parent will be contacted. <p>Confiscated devices will be:</p> <ul style="list-style-type: none"> ▪ Turned off by the student ▪ Placed in an envelope with the student's name, year, date, time, teacher's name and any damage. ▪ Placed in the front office and entered on ebs4 by the assigned School Administration Officer. ▪ Picked up at the end of the school day or when the student is leaving for the day from a Deputy Principal or the Principal on the first offence. For all subsequent offences see Consequences section.

Roles	<p>Students:</p> <ul style="list-style-type: none"> Follow the requirements of the policy by not using mobile devices at school and keeping it “off and away” all day in their bag. Hand over a device when requested without argument. Ensure device is turned off. Collect device at the end of the day, or at the time of leaving school from one of the Deputy Principals or the Principal. <p>Parents/Carers:</p> <ul style="list-style-type: none"> Support the school in the implementation of this policy. Ensure their child fully understands the policy and its requirements. Provide support to the school in the implementation and enforcing of the policy. Ensure all contact with their child during the school day is through phoning the front office on 02 6344 1305. <p>Teachers:</p> <ul style="list-style-type: none"> Support the implementation of the policy. Place confiscated devices in envelopes provided and fill in details on front. Take envelope to front office and have assigned SAO fill in ebs4. <p>Head Teachers:</p> <ul style="list-style-type: none"> Support the implementation of the policy. Place confiscated devices in envelopes provided and fill in details on front. Take envelope to front office and have assigned SAO fill in ebs4. Support staff in implementation of the policy. <p>Principal / Deputy Principals:</p> <ul style="list-style-type: none"> Support the implementation of the policy. Return confiscated device to the student at the end of the day or time of leaving and record any action taken in ebs4. Arrange detention.
Consequences	<p>Consequences of a breach of this policy may include:</p> <ul style="list-style-type: none"> Confiscation of device for collection at the end of the day, or time of leaving school, from a Deputy Principal or the Principal. Confiscation of a device until such time as a parent/caregiver is able to attend the school to collect the device. In the case of bullying, harassment or threatening behaviour, school-based management (meetings, detentions, reflection, suspension, etc.) as well as outside agencies such as the police may be involved. <p>Per Year:</p> <ul style="list-style-type: none"> 1st Offence – Device confiscated, placed in envelope in school safe and returned at the end of the day. Verbal warning to student and Ebs4 entry. Detention with DP. 2nd Offence – Device confiscated, placed in envelope in school safe and student interview with DP. Ebs4 entry and letter issued. Device returned following completion of <i>Acknowledgement and Agreement Form</i>. Detention with DP. 3rd Offence – Device confiscated, placed in envelope in school safe, ebs4 entry completed and pre-suspension letter issued. Parent contacted to pick up the device. Detention with DP. 4th Offence - Suspension for continued disobedience. <p>In case of refusal to hand over the device, school-based management will be involved.</p>
<p>It is the recommendation of the school that students <u>DO NOT</u> bring mobile devices, particularly mobile phones, to school. The school will take no responsibility for theft, loss or damage of devices.</p>	