

Lake Illawarra High School

Personal Electronic Device Procedures



Term 4 2023

Rationale and Objectives

Lake Illawarra High School supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy. Mobile phone use in schools can impact student learning and wellbeing. Restricting mobile phone use at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, while reducing the potential for online bullying. **Lake Illawarra High School** has strong teaching and learning practices to support students in the classroom using various forms of appropriate technology, which maximises the benefits and minimises the risks of digital environments and prepare students for life beyond school. We foster a safe learning environment which supports and enhances each child's social and emotional health through our wellbeing and learning support teams.

Purpose

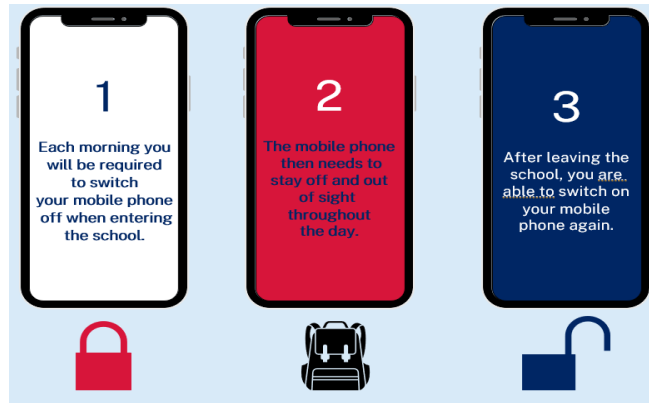
- To minimise the disruption to teaching and learning that can occur due to the inappropriate use of personal electronic devices including mobile phones.
- To minimise the impact of the negative effects to the wellbeing of students that can be attributed to the misuse of mobile phones. This includes the use of mobile phones to harass, intimidate or bully other students.
- To provide greater opportunities for social interaction and physical activity during recess and lunch times.

Usage

- Students may not use mobile phones and including but not limited to, personal gaming consoles, and listening devices while on school grounds at any time. 'School grounds' extends to school excursions, sports carnivals and other events at the school or off site where an approved school activity takes place, unless otherwise advised.
- Smart Watches are allowed in airplane mode only and will be confiscated if used inappropriately as per school procedure.
- If any device is at school, it must be kept in a school bag and switched off at all times including lunch and recess.
- Students are not permitted to use their phones for payment at the canteen. They will be required to use their physical card or cash.
- Mobile phones can only be accessed once students are dismissed from the school grounds at the end of the school day.
- Mobile phones and electronic devices are the responsibility of the student. The school is not responsible for the loss or damage of any mobile phone or electronic device.
- Students should not use mobile phones to access, download or send inappropriate, offensive or prohibited material.
- Students should not use their mobile phone to contact parents or caregivers at any point during the school day. Emergency calls to parents should be made through the administration office.
- **ALL CONTACT WITH STUDENTS by parents SHOULD BE MADE THROUGH THE ADMINISTRATION OFFICE on 4296 3844**

Procedures

What does this mean?



What happens if a staff member sees a mobile phone?

Students in breach of these procedures will have their mobile phones confiscated by the staff member who see it and it will be placed in the office for the remainder of the day.

Confiscated devices will be:

- Turned off by the student.
- Placed securely at the front office.
- Be clearly marked with the student's name.
- Entered onto a register kept at the front office and in Sentral Wellbeing.

First Offence	Collected by student from the front office at the end of the day. Parent receives text notification.	Counselled on following procedures and warned that a parent will need to collect the phone in the case of a second offence.
Second Offence	Collected by parent from the front office, following a phone call from an executive staff member. Student issued with an After School Detention.	Parent advised that future misdemeanors may result in disciplinary action.
Third Offence	Collected by parent from Deputy Principal. Meeting convened and student issued with a Formal Caution.	Parent advised that future incidents may result in a mobile phone ban and or a suspension.

This resets at the start of each term.

Non-compliance procedure

1. Refusal to comply will result in students being referred to the Head Teacher.
2. Upon further refusal, the student will be referred to the Deputy Principal.
3. Any further refusal will result in either a Suspension Warning or a Suspension.

Further consequences:

These may result from the following situations:

- Refusal to hand over a mobile phone when instructed by a staff member
- Using the device for bullying, threatening or harassing behaviour
- Downloading or sending inappropriate, offensive or prohibited material
- Multiple confiscations

On such occasions students may be counselled, placed on detention, given a Formal Caution, or be suspended from school. For persistent failure to comply, students will be required to leave their phones at the front office for the duration of the school day at the discretion of the Deputy Principal.

If the behaviour is considered to be of an illegal nature the NSW Police may also be involved.

The office of the e-Safety commissioner also provides advice, support and reporting guidelines. These are located on their website www.esafety.gov.au

Roles and Responsibilities

Students:

- Follow the requirements of the procedures (adhere to the 'gate to gate' procedures)
- Turn off the device.
- Hand over the device when requested.
- Collect the device at the end of the school day from the front office (first offence only)

Parents/Carers:

- Support the school in the implementation of the procedures.
- Ensure their child understands the procedures.
- Collect phone from the school for multiple offences.

Teaching Staff:

- Support and consistently implement the this procedures at all times.
- Confiscated phone, will be clearly marked.
- Ensure confiscated devices are safely placed at the front office.

Office staff

- Will store the phone/device and create a Sentral entry.
- Will send a text message to parents.

Head Teachers:

- Support teachers in consistently implementing these procedures.
- Will check their roll calls in the morning that phones are in bags and off.

Deputy Principals:

- Support and enforce the implementation of procedures.
- Implement further consequences as required following NSW DoE guidelines

Principal:

- Support the implementation of the procedures.
- Make the final decision when implementing the NSW DoE Student Behaviour Procedures as required.

Exemptions

Lake Illawarra High School understands there are students who have medical, wellbeing or learning needs which may require them to have access to a mobile phone. For an exemption to be valid the principal will meet with the parent/carer to discuss the circumstance to determine an exemption. On approval the students Learning and Support plan will be amended to include this adjustment.

Contacting students

Parents and carers are able to make contact with the students via the school office on 4296 3844. Students can contact parents or carers through the school office if required.