Woodcrest State College
P-12 Seamless Education

PHONE AND ELECTRONIC DEVICE "Away for the Day" Policy and Procedures

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Managing Phone and Electronic Devices

Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like mobile phones. However, the benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parent/carers, school staff and students. The focus on personal responsibility around appropriate and safe use of these technologies is considered to be central to embracing our sense of community while at school. At Woodcrest State College one of our key values is respect for an orderly learning environment and these procedures have been put in place to reinforce this.

It is a Queensland Government requirement for all students to keep mobile phones switched off and away for the day and disable notifications on wearable devices during school hours. Woodcrest State College has a policy of no mobile phones/electronic devices (including head phones). This does not include laptop/ tablet computers or headphones that come under the Woodcrest State College BYOD and acceptable use policy. If a parent/carer needs to contact a student during the school day, they are able to contact the office and a message will be forwarded to the student directly. It is understood that students may need a mobile phone before or after school for safety reasons. For this purpose, they will be able to use their mobile phone once they are unlocked as they exit the school.

School Expectations

- All students in Secondary will be provided with a school issued mobile phone pouch, the pouch is seen to be part of the school uniform, and students are expected to have their pouch at school every day. In Primary only students who have a phone will be issued with a pouch.
- This pouch remains the property of the school and students are responsible for maintaining the pouch in a workable condition.
- Students are expected to have their phone secured in their pouch for the duration of the school, except where exemptions apply as set out below.
- All devices are required to be disabled and locked in the pouch by 8:45am each day.
- Loss or destruction of the pouch will result in the parent/carer being invoiced for a replacement pouch.
- Students will require alternative ways to purchase food and drinks from the Tuckshop as they will not have access to their electronic device.
- The number assigned to the pouch must be kept visible for identification purposes at all times.
- Headphones and earphones (including air pods) are not part of the school uniform and are to be stored in the school issued phone pouch with phone.
- Students are not permitted to have headphones or ear phones, air pods or earbuds that connect to their device via Bluetooth. If sighted these will be managed in the same manner as an un-pouched phone.
- Smart watches are to be placed in **flight mode** with all notifications switched off during school hours or as directed by staff.
- Students found accessing smart watches to engage with electronic devices during school time will be required to submit their smart watch with their pouch to the assigned sub-school office for the day.
- Students are able to use electronic devices under the strict supervision of a teacher if they are used for prescribed educational purposes. Teacher will have access to the deactivation utility to release the devices for the set lessons.
- Some students with a disability may have, as part of their Personalised Learning Plan, access to these devices in the classroom to support their education. Students for whom this is the case will have official exemption paperwork, outlining the explicit purpose of their access and conditions of access. When accessing the device/s they must respect the rules and conditions outlined in the plan.

Excursions

Students are expected to have their phones turned off and away during offsite activities and excursions unless given permission to use them by supervising staff. These may be stored in their pouch but not locked, so students can access if required to do so for safety or learning purposes.

Unlocking Stations

Unlocking stations will be available at various locations across the college including student services, iThrive and Primary Office in the event that a phone needs to be unlocked with approval from HOD, DP or Principal. Students must stay in the supervised area and relock their phone in their pouch when instructed to do so by the supervising staff member.

Staff Expectations

- It is the responsibility of all teachers to check that all students have their phone locked in the pouch at the beginning of every lesson and out on their desk including Roll Call.
- If a student attends Roll Call and has not locked their phone in their pouch the Roll Call Teacher will instruct them to do so.
- Staff are to refer to the **Phone and Electronic Device Procedure Flowchart** when managing a student who does not have their phone in their pouch.
- Respond to instances of non-compliance in line with the school's Phone and Electronic Device "Away for the Day" Policy and Procedures.
- Ensure students who are given permission to access their personal device use it appropriately and only for the specified purpose, and store their personal devices away after the exempted activity has concluded.
- Make sure that any student personal devices handed in to iThrive are returned to the student (or their parent) by the end of the same school day.
- Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children. Use mobile phones for work-related/emergency purposes only when students are under their care.
- Deliver learning opportunities and maintain a safe and productive learning environment. Take steps to minimise distractions from the non-educational use of personal devices in the learning environment.

Parents Expectations:

- Support the school's implementation of this policy, including the consequences for non-compliance.
- Encourage their child not to bring a personal device to school unless necessary and support students to comply with Phone and Electronic Device "Away for the Day" Policy and Procedures.
- Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds.
- Use the school's formal communication channels in all instances to communicate with the school or to make contact with their child during school hours (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.
- Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible, and respectful way.

Exemptions:

Exemptions to the policy may be applied during school hours if certain conditions are met, specifically, health and wellbeing-related exceptions and where mobile phones are required as per a teaching program. Parents and carers can request an exemption and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion. Exemptions will need to be supported by medical or other documentation that is satisfactory to the school which supports the exemption request. Exemptions will provide approved students with access to their phone as outlined in their support plan. Plans will outline the specific purpose of their access and designated times/places where the student can unlock their device under the supervision of a staff member.

1. Learning-related exceptions

Specific exception	Documentation
• For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	• Individual Learning Plans supported by relevant documentation (e.g., medical documentation, specialist recommendation,

• As part of a subject's specific teaching and learning as per the program for that subject. Documentation	Guidance Officer reports etc) that support the need for students to access their device for specific activity adjustments • Program evidence to be provided to Head Teacher and relevant Deputy Principal.

2. Health and wellbeing-related exceptions

Specific exception	Documentation
• Students with a health condition that require access of their device throughout the day. • Students with health conditions such as diabetes may be issued with an alternate velcro pouch as part of their diabetes management or health support plan to support access to their device throughout the day.	• Student Diabetes Management Plans and Health Support Plans as documented by a health professional (GP, Specialist Doctor etc).

Phone and Electronic Device non-compliance – In Class and Playground

Where students use a personal device at school without an approved exemption or use it inappropriately, a response will be provided in line with the school's code of conduct.

Below is a list of potential student breaches of the policy.

1. Refusal to lock phone in pouch while at school.
2. Defiance and abuse towards staff reinforcing the policy.
3. Physical damage to the pouch in an attempt to circumvent its intended purpose. (e.g., discoloration, pen marks, bent pin or stripped lock inside the pouch).
4. Failure to bring pouch to school as per uniform policy or losing the pouch.
5. Using phone during school hours.
6. Connecting to other devices e.g., hot spotting, Bluetooth), such as laptops, tablets, head phones and smartwatches. These devices can be linked to mobile phones and therefore the same policy applies to these actions.

Procedures

When a Phone is Sighted by Staff (All settings including playground)

If a student has their phone sighted after Roll Call, they have not followed the expectations as outlined in the Phone and Electronic Device "Phone Away for the Day" Policy and Procedures. In this instance staff are to:

- **Refer immediately to the flow chart**. The staff member must ask for the phone to be locked in pouch or handed in to iThrive or Primary Office immediately.
- The student will return to the classroom will have a receipt from iThrive or Primary Office showing they have handed in their device. For students who return without a receipt, the teacher must record the behaviour on OneSchool as a MAJOR (main behaviour 'Defiance' and secondary behaviour as 'technology violation') and refer to appropriate staff member (refer to Behaviour Matrix).
- If the student refuses the staff members instruction, the staff member may provide uptake time or use other strategies to allow the student to meet the school's expectations. If this instruction is not followed:
    - Take the name of the student and record the behaviour as a MAJOR on OneSchool (refer to behaviour matrix) and refer to Year level SEW HOD (Yr. 7 - 10) or DP (Primary and Yr. 11 &12) for follow up.
- If a student has their phone in the pouch and it buzzes or rings, they will be required to take it to iThrive or Primary Office where they can unlock the phone pouch and turn the phone to silent before locking their phone back in their pouch.

What happens to phones or devices handed in to iThrive or Primary Office

First Offence

Student follows instructions to hand in device/s.

- Student is found using a device without permission or refuses to lock their device/s in a pouch, the student will be directed to iThrive or Primary office to hand in their device/s ***which can be collected by the student at the end of the day.***
- This will be recorded as a MINOR, 'Defiance' for the main behaviour category and 'technology violation' for the secondary behaviour on the student's OneSchool behaviour record by the classroom teacher. (Refer to the behaviour matrix).
- Teacher contacts parent/carer to inform of phone non-compliance via email using template.

Student refuses instructions to hand in device/s.

- Student refuses to submit the phone to iThrive or the Primary office as directed.
- Teacher/Staff member records behaviour on One School as a MAJOR, using 'Defiance' for the main behaviour category and 'Technology Violation' for the secondary behaviour on the student's OneSchool behaviour record by the classroom teacher. (Refer to the behaviour matrix).
- Teacher will refer the behaviour to Yr. level SEW HOD or the DP (Year 11 & 12 or Primary).
- HOD/ DP contacts parent/carer to inform of first offence - phone non-compliance.
- Students will attend an interview with the HOD SEW or DP and will be required to hand their phone in their pouch to iThrive or Primary office the next day.

Second Offence

Student follows instructions to hand in device/s.

- Student is found using a device without permission or refuses to secure their device/s in a pouch, the student will be directed to iThrive or Primary office to hand in their device/s ***which can be collected by the student at the end of the day.***
- Teacher records behaviour on OneSchool as a MAJOR, using 'defiance' for the main behaviour category and 'Technology Violation' for the Secondary behaviour on the student's behaviour record (refer to the behaviour matrix).
- Teacher will refer the behaviour to Yr. level SEW HOD or the DP (Primary or Year 11 & 12).
- HOD/ DP contacts parent/ carer to inform of second offence - phone non-compliance and that the phone/ device will need to be collected next offence.
- Students will attend an interview with the HOD SEW or DP and will be required to submit their device/s in the secured pouch to the HOD SEW or DP at the start of each day for a period of 5 consecutive school days.

Student refuses instructions to hand in device/s.

- Student refuses to submit the phone to iThrive or the Primary office as directed.
- Teacher/Staff member records behaviour on One School as a MAJOR, using 'defiance' for the main behaviour category and 'Technology Violation' for the secondary behaviour on the student's OneSchool behaviour record by the classroom teacher. (Refer to the behaviour matrix).
- Teacher will refer the behaviour to Yr. level SEW HOD or the DP (Year 11 & 12 or Primary).
- HOD/ DP contacts parent/ carer to inform of second offence - phone non-compliance.
- Students will attend an interview with the HOD SEW or DP and will be required to submit their device/s in the secured pouch to the HOD SEW or DP at the start of each day for a period of 5 consecutive school days and complete an after-school detention.

Third Offence

Student follows instructions to hand in device/s.

- Student is found using a device without permission or refuses to secure their device/s in a pouch, the student will be directed to iThrive or Primary office to hand in their device/s ***which will need to be collected by the parent/carer at the end of the day.***

- Teacher records behaviour on OneSchool as a MAJOR, using 'defiance' for the main behaviour category and 'Technology Violation' for the Secondary behaviour on the student's behaviour record (refer to the behaviour matrix).
- Teacher will refer the behaviour to Yr. level SEW HOD or the DP (Year 11 & 12 or Primary).
- HOD/ DP contacts parent/ carer to inform of Third offence - phone non-compliance and that the phone/ device will need to be collected.
- Students will attend an interview with the HOD SEW or DP and will be required to submit their device/s in the secured pouch to the HOD SEW or DP at the start of each day for a period of 5 consecutive school days and complete an after – school detention.

*****Where contact cannot be made with parent/carer the phone will be released to the student at 2:50pm.***

Student refuses instructions to hand in device/s.

- Continued repeated refusal to comply with reasonable instructions, school and departmental policy with respect to electronic devices will result in a school disciplinary absence.

Further Offences

- Continued repeated refusal to comply with reasonable instructions, school and departmental policy with respect to electronic devices will result in a school disciplinary absence.
- Students may also be required to complete and comply with a Disciplinary Improvement Plan, Individual Behaviour Support Plan or Functional Behavioural Assessment, to be established at the point of re-entry following suspension.

Confiscated Phones

If a phone is sent to iThrive, parents/carers will be contacted to discuss the incident and who the phone is to be released to. Parents can elect to come in and collect the device, or have it returned to their child at the end of the school day on the first occasion.

Phones will not be released to the students before 2:50pm, unless the student has permission to sign out before. Where contact cannot be made with the parent or guardian the phone will be released to the student no earlier than 2:50pm.

Damaged or Lost Pouches

Students who have lost or damaged their pouch are to inform their Year level Deputy Principal to discuss the matter. In this instance, students will be instructed to keep their phone at home or submit the device to iThrive or Primary Office each morning until such times that a replacement can be organised. Parents/ Carers will be invoiced for the replacement of the damaged or lost pouch.

Good Standing

Students need to be reminded that as per the school representation policy, a suspension may mean they become ineligible for school representation in a range of school activities.

Responsibilities

Acceptable Electronic Device Use

It is **acceptable** for students at Woodcrest State College to:

- use electronic devices (**excluding mobile phones, headphones, earphones or speakers**) when directed by their teacher for:
  - assigned class work and assignments set by teachers
  - developing appropriate literacy, communication and information skills
  - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, parent/carers or experts in relation to school work
  - accessing online references such as dictionaries, encyclopaedias, etc.

  - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using an electronic device.
- Students are required to switch off and place their mobile device and headphones into their pouch out from 8:45am each day and will not unlock their pouch to access their device until 2:50pm each day.
- seek teacher's approval where they wish to use an electronic device under special circumstances. Only use a mobile phone with the approval of a teacher.

At all times students, while using ICT facilities and devices supplied by the school, will be required to act in line with the requirements of the Woodcrest State College Student Code of Conduct. In addition, students and their parent/carers should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
  - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
  - the school is not responsible for safeguarding information stored by students on departmentally-owned student computers or mobile devices
  - schools may remotely access departmentally-owned student computers or mobile devices for management purposes
  - students who use our school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
  - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
  - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

The Woodcrest State College **Bring Your Own Device (BYOD) Program** gives freedom to students and their families to tailor their choice of technology to their own educational needs. However, students and parent/carers must be aware of and consent to the program's boundaries described in this BYOD User Policy.

1. Equipment

The device (fully charged) must be able to be brought to school by the student on every school day and be solely the students to use throughout the school day. The device must meet the minimum requirements of the Device Specification. Minimum specification will be available to view on the school's website and in the student agreement. These specifications will be reviewed every year and changed when needed. Devices should be charged before school daily.

Students are responsible for:

- Taking due care of their device.
- Backing up all data securely. All data and resources used for school work must be backed up to another device or electronic medium accessible on demand. Students must not rely on the continued integrity of data on their device.

2. Use of alternate equipment

Equipment which is not in accordance with section 1 of this policy is not permitted for use in the Bring Your Own Device program in the absence of a separate agreement.

3. Damage or loss of equipment

Students bring their own device for use at Woodcrest State College at their own risk. Woodcrest State College will not be responsible for any loss, theft or damage to the device or data stored on the device. Parent/carers and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.

In circumstances where a device is damaged by abuse or malicious act of another student, reimbursement may be required. The Principal will consider all the circumstances of the matter, determine whether the other student is responsible for the damage to the device and whether costs incurred in the repair of the device should be borne by the other student.

4. Peripheral equipment

Students may need to bring headphones or earphones for specific curriculum areas. Students are advised not to bring unnecessary peripheral equipment (including power chargers, cables and speakers) to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be the responsibility of the student.

5. Misuse of equipment and communication systems

Standard school behaviour management procedures apply for misuse of any BYOD device. While at school, all material on the device is subject to review by school staff. Students are to connect their device to the designated wireless network only. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

6. Access and Security

Students will:

- not disable departmental settings for virus protection, or spam and ensure that communication through the internet is related to learning
- keep passwords confidential, and change them when prompted
- never allow others to use their personal network access account
- promptly tell their supervising teacher if they suspect they have received a computer virus, spam or a message that makes them feel uncomfortable
- never send or publish:
    - unacceptable, unlawful, offensive, abusive, threatening or discriminatory or false material;
    - or remarks about a person or the school
    - sexually explicit or sexually suggestive material or correspondence
    - false or defamatory information about a person or organisation
- ensure that personal use is kept to a minimum and internet and online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted
- be aware that all use of internet and online communication services can be audited and traced to the network access accounts of specific users. Logs of network/internet activity are kept for two years and can and will be used as legal documents.

7. Intellectual Property and Copyright

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used
- ensure that permission is gained before electronically publishing users' works or drawings
- always acknowledge the creator or author of any material published
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

8. Misuse and Breaches of Acceptable Usage

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services
- they are held responsible for any breaches caused by them allowing any other person to use their network access account to access internet and online communication services
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

PHONE & ELECTRONIC DEVICE "Away for the Day" PROCEDURE