



## FORT STREET HIGH SCHOOL

### Electronic Communications Devices Policy and Procedures

#### Code of Practice

Electronic communication devices such as mobile phones, laptops and other personal music or communication devices should not impact on teaching and learning:

- At school all phones must be **turned off or on silent and placed away, out of sight, between 8:45am and 3:15pm**
- Students are not permitted to use their devices during lessons unless they are given specific permission to do so by the teacher. This includes mobile phones, laptops and headphones, earphones/Air Pods.
- Students are not permitted to use mobile phones during recess or lunch. Printed copies of timetables will be distributed to all students at the beginning of each semester.
- Students are not permitted to use laptops or tablets in the playground during recess and lunch. Students who wish to use their device for schoolwork during recess/lunch can do so in the library (7-12) or the Rowe Quad (11-12).
- Under no circumstances should electronic communication devices be used or in the student's possession during examinations or formal assessment tasks. This is malpractice and will be dealt with accordingly.
- If these items are brought to school, safe keeping and security of each item is the responsibility of the owner.
- Parents/carers are able to communicate with their child at any time during the school day by contacting the front office.
- These expectations apply both at school and offsite during excursions etc.

## **Consequences of Inappropriate Use of Electronic Devices including mobile phones, laptops and tablets:**

The following consequences may be put in place as a result of inappropriate use of communication devices:

1. Mobile phones and/or other devices may be confiscated from individual students. In some cases, parents may be asked to collect them.
2. Students who continue to breach the Code of Practice may be asked to hand in their phone to a Deputy Principal at the beginning of each day for a specified period.

At Fort Street High School the following flow chart will be put into practice if a student is caught with a mobile phone and/or other devices such as AirPods, laptops during recess and lunch.

**Step 1:** Teacher will confiscate the mobile phone, and/or other devices and take it to the front office where it will be stored until the conclusion of the school day.

**Step 2:** If a student refuses to hand over their mobile phone, the teacher will send the student to the Deputy Principal.

**Step 3:** The front office SASS Team will record on Sentral misuse of technology which will be visible in the parent portal. A weekly report will be provided to the Deputy Principals

**Step 4:** If a student has had their phone confiscated twice (x2) in a week, the student will be given a lunchtime detention.

**Step 5:** Any further infringement of the policy may require a parent/carer to come to the school to pick up the phone/laptop/tablet.

In addition, students should note:

Any student sighted with a phone, whether actively using it or not during lessons or breaks, will be required to comply with teacher requests. "Just checking the time", "I was just checking my timetable", "I was just repacking my bag", "it's not even turned on" are not acceptable excuses for being caught with a mobile phone in their possession.

Students will not be prevented from communicating with parents/carers. Any student needing to contact a family member should see a teacher or office staff who will be able to arrange this. Students who require the use of their mobile phone due to exceptional circumstances must discuss this with a Deputy Principal to gain permission in order to avoid consequences for mobile phone misuse.