



OFF & AWAY

ALL DAY

Turn your phone /
smart watch off
and put it and
your headphones
in your bag



NBSC CROMER CAMPUS

Use of Mobile Communication Devices and Online Services Procedure (Mobile Communication Devices include mobile phones, smart watches etc)

Purpose

This procedure guides student use of mobile communication devices and online services at school.

Our school acknowledges that students may want to bring a mobile communication device to school for a variety of reasons.

Our school also recognizes the harm that maybe caused if used inappropriately and that we need to support our students to use mobile communication devices in safe, responsible and respectful ways.

Scope

This procedure provides a consistent framework for the use of Mobile Communication Devices in our school. It sets out shared responsibilities of school staff, students and parents /carers. It also provides a framework to manage potential misuse of mobile communication devices.

This procedure covers student use of Mobile Communication Devices and online services in school related settings, including on school grounds, at school related activities, (i.e. school excursions etc) and outside of school where there is a clear and close connection between the school and the conduct of students.

Our School's Approach.

Students are discouraged from bringing mobile communication devices to school.

Mobile communication devices are not used or required in any classroom for any learning activities. BYOD, (i.e. laptop computers) are used for these purposes.

If a student chooses to bring a mobile communication device to school, the student is responsible for ensuring the phone is switched off and stored in their school bag during all scheduled activities. This will include classes, incursions, assemblies, year meetings and study periods.

Students who bring mobile communication devices to school do so at their own risk. The school will not accept any responsibility for the loss or damage to mobile communication devices.

Harmful effects of inappropriate mobile communication device use include:

- Lack of student engagement in learning tasks
- Loss of learning opportunities
- Bullying, intimidating or otherwise harassing through SMS or text messaging or through photographic, video or other data transfer systems available on the phone
- Recording of conversations without the knowledge and permission of those involved in the conversation
- Downloading or accessing inappropriate material on the internet
- Filming of any physical interactions between students that occur during the school day or to and from school

Consequences for Inappropriate Use

Consequences may include, but are not limited to:

- Mobile communication device being confiscated. (the device is stored in the School Office and collected at the end of the day)
- Letter home to parents
- Phone call to parents
- Parents called to school for an interview with the student present
- Classroom isolation

- Application of the school's Welfare and Discipline Policy

For detailed information regarding the school's procedures on managing mobile communication devices see Appendix 1,2,3 (attached)

Contact between students and parents / carers during the school day.

Parents / carers:

Parents and carers are expected to only contact their children via the School Office.

Students:

If a student needs to make a phone call during the day, it must be during the scheduled breaks of recess or lunchtime.

Responsibilities and Obligations:

Students:

- Mobile communication devices are off and away all day
- Respect and follow the school procedures and the actions taken by staff
- Be responsible and respectful users of mobile communication devices and online services and support peers to be the same
- Communicate respectfully with peers, school staff and the school community.

Parents / Carers

- Support the implementation of the school's procedures, including its approach to resolving issues
- Recognize the role they play in educating their children and modelling the behaviours that underpin the responsible and respectful use of mobile communication devices.
- Take responsibility for their child's use of mobile communication devices and online services at home
- Monitor your child's mobile communication device use and online presence
- Switch off mobile communication devices when attending school functions or meetings.

Principal and Teachers

- Establish whole school expectation of mobile communication devices: off and away all day
- Educate students of inappropriate use of mobile communication devices
- Respond to and report any breaches and incidents of inappropriate mobile communication devices use. This includes:
 - reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline
 - working with the eSafety Commissioner to resolve cases of serious on line bullying or image based abuse
- support parents and carers to understand strategies that support responsible and respectful use of mobile communication devices

Non- Teaching Staff

- be aware of the school's procedures in relation to mobile communication devices
- report any inappropriate use of mobile communication devices to the principal, school Executive or school staff they are working with.

CLASSROOM TEACHER

Line up outside classroom - Greetings and "Off and Away All Day"

YES

Begin Teaching and Learning

NO

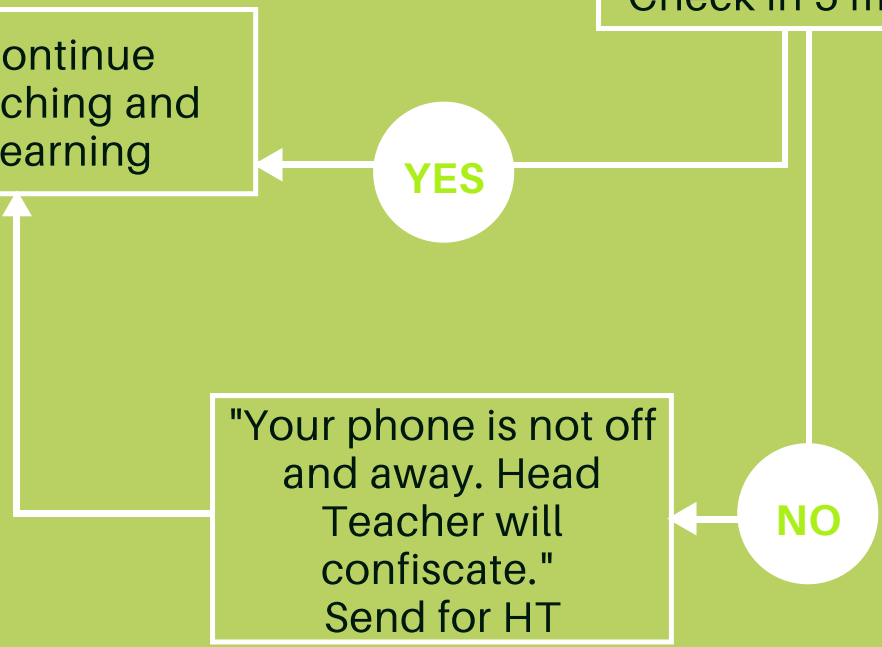
Individual reminder "Off and Away All Day or HT will be called" - Point to poster. Teacher to record on Sentral, email to parent - Avoid confrontation. Check in 5 mins.

YES

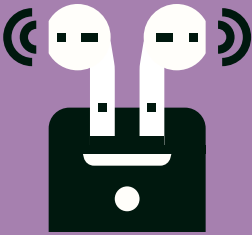
Continue Teaching and Learning

NO

"Your phone is not off and away. Head Teacher will confiscate." Send for HT



HEAD TEACHER



Head Teacher attends classroom and removes student from class AND confiscates phone.

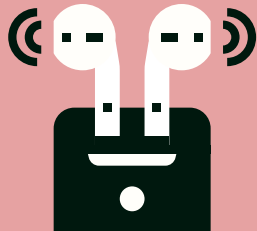
NO

Head Teacher refers to Deputy Principal

Yes

Student Returns to Class. Head Teacher phones parent. Phone secured in Front Office

DEPUTY PRINCIPAL



Deputy Principal confiscates phone

YES

Deputy Principal phones parent with student in office. Phone secured in Front Office. Student returns to class and continues learning.

NO

Student remains outside Deputy Principal's office. Classroom Isolation. Deputy Principal / Parent / Student Interview