

Phones away for the Day Policy/ Procedure

International research indicates some key challenges with cellphones at school such as being a major distraction for our students. These rules are designed to ensure that the learning of all students is maximised, while minimising any potential for distraction and cyber-bullying. Our approach is “**away for the day**”, meaning the device should be **turned off, and handed in to the teacher to be locked away during the school day.**

We strongly recommend students do not bring these devices to school with them. If a student does bring their cellphone for emergency contact or health reasons, these must be handed to the teacher to be locked.

It is important to note that if students do make the decision to bring a cellphone to the school grounds, they do so at their own risk. The school is not responsible for any loss or damage caused to any cellphone.

We understand that some parents like their children to have a phone to communicate with them after school, cellphones will be available for students during the afterschool pick up time. If a parent or caregiver needs to contact their child urgently during the day, they should call the front office.

Appropriate usage

There may be times when students will be able to access and use their cellphones. However, this is the exception and will always be monitored by teaching staff.

Learning activities

If cellphones are used for a learning activity, this will be at the teacher's discretion and the phone's use will be supervised by a staff member. Guidelines on appropriate usage still apply.

Health and emergency situations

Students with additional learning needs who use cellphones in class to increase or improve their ability to participate and learn will be granted an exemption. In matters related to a student's immediate health and safety concerns, a parent or caregiver can apply at any time to the principal for a period of exemption (e.g., medical conditions or protection issues).

Education outside the classroom (EOTC)

Whilst on school trips, phones should be switched off and placed in their bags. Permission may be sought to use the camera, but other mobile features should not be accessed.

Inappropriate usage

If we see a student using a personal digital device inappropriately or without permission during the school day, we confiscate it. After the student locks the device, we place it in the office to be collected at the end of the day by a parent or guardian.

Breaches of the cellphone rules include (but not limited to):

- using the device when not permitted
- any sort of bullying, including online bullying
- taking photos or videos of other people without their permission
- forwarding inappropriate messages or content.

If a student makes the decision to inappropriately use a cellphone multiple times in a week the cellphone will be confiscated and can only be retrieved by a parent or caregiver following a discussion with the [class room] teacher.

Please note with all exemptions and exceptions appropriate usage guidelines and other relevant school rules still apply.