

MOBILE PHONE POLICY

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purposes. It is not a requirement at Duncraig Senior High School for students to have a mobile phone at school. The policy aims to reduce the potential for learning distractions whilst also supporting students and staff by protecting their privacy.

All communication between parents and students, during school hours, should occur via the school's administration. If a parent/guardian needs to contact their child during school hours, they are asked to phone the school administration on 6241 5400. Students should report to Student Services if they need to contact their parents/guardian.

This policy details the conditions under which mobile phones are permitted at Duncraig Senior High School.

Conditions of use

Duncraig Senior High School recognises that parents/carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones. Students are permitted to bring a mobile phone to school for use when in transit to and from school.

- The use of mobile phones and earphone/s for all students must be off and away starting from the first bell at 8.35 am until they have left their Period 5 classroom after the final bell. Therefore, once the first bell has sounded, phones and earphone/s must be off and away all day while students are on school grounds. They must not be seen or heard.
- Students who have an early start must have their devices off and away as soon as their class commences. Those who have an early finish must not access their device until they are off school site. Students who have a late start must ensure devices are off and away as they enter the school site.
- Students are required to put their smart watches in airplane mode so phone calls or messages cannot be sent or received from the first bell to the final bell of their school day.
- Students must ensure their phone or smart watch is off and away and placed in their school bag during test/assessment/exam conditions.
- The device is the responsibility of the student. The school takes no responsibility for loss, theft or damage to any device in any circumstance.

Exemptions to this policy include where a student requires a device

- To monitor a health condition as part of a school approved documented health care plan (students who are exempt will carry a card).
- Under the direct instruction of a teacher for educational purposes; or with permission of a teacher for a specified purpose.

Consequences for breaches of this policy

- **FIRST BREACH**
For the first breach, confiscation of the device by any staff member, the phone or earphone/s is stored in the Administration Office and can be collected by the student at the end of their school day. A SEQTA notice to parents/guardians will be sent advising of the breach.
- **SECOND BREACH**
For the second breach, confiscation of the device by any staff member, the phone or earphone/s is stored in the Administration Office and returned to the student at the end of the day. A SEQTA notice to parents/guardians will be sent. The relevant Student Services Manager will determine the follow-up action/s at this point.
- **THIRD BREACH OR UNCOOPERATIVE STUDENT**
In the case of a third breach, or when a student is uncooperative with a staff member when asked to follow policy requirements, the matter will be addressed by the Student Services Manager and/or Associate Principal. The parent/guardian will be contacted and informed of the consequences implemented and agreed future actions.
- **CONFISCATED IN ASSESSMENT/TEST SITUATION**
In the case of a phone being confiscated in an assessment/test situation a zero mark may be awarded for the work completed. This will be pending an investigation into cheating, collusion and plagiarism as outlined in the Assessment Policy and managed by the relevant Head of Learning Area.

NOTE: Failure of a student to cooperate with a member of staff, in accordance with this policy, will result in appropriate behaviour management strategies being implemented which may result in the student being suspended.

Definitions for the purpose of this policy

Mobile phones – includes smart watches and associated listening accessories, such as, but not limited to, headphones and earphone/s and case holders.

School grounds – includes camps, excursions and/or any venue where students are under the supervision of teachers.

School staff – all adults employed by Duncraig SHS are deemed school staff.

OFF AND AWAY

All day

Turn off your mobile phone and put it away during the school day.



Switch your smart watch to flight mode.



Put away headphones and earbuds.



If you need to speak with your family please come to the school administration.



Only use it when a teacher says you can.