Evelyn Scott School

2 Bielski Street, Denman Prospect, ACT 2611
Phone: 02 6142 3491
Email: evelynscottschool.information@ed.act.edu.au

MOBILE PHONE & PERSONAL ELECTRONIC DEVICE POLICY & GUIDELINES

PURPOSE

In ACT public schools, students in Years P-10 are not permitted to use or access mobile phones or other personal communication devices at any point during the school day, including recess, lunch, and school-authorised events.

Students are strongly encouraged to keep their phones and other personal devices at home.

It is recognised that some students may need access to their devices before and after school for safety reasons, such as travelling to and from school.

The *Personal Use of Communication Devices in ACT Public Schools* policy remains in place to support a focused and distraction-free learning environment for all students.

SCOPE

Evelyn Scott School acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and learner wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our learners to use them in safe, responsible and respectful ways.

Mobile phones are not to be used during school hours between 9.00am - 3.00pm.

At Evelyn Scott School, every Senior Campus learner is assigned a personal Phone Pouch at the beginning of the school year or when they enrol. While the Phone Pouch is considered school property, it is each learner's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

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DAILY SCHOOL PROCESS

- Learners bring their Pouch to school with them each day.
- As learners **Arrive to School**, they will:
    1. Turn off their phone
    2. Place their phone inside their Pouch and secure it in front of school staff
    3. Store their Pouch in their bags for the day
- At the end of the school day, learners will open their Pouch to remove their phone
- Learners store their Pouch in their backpacks ready for the next school day

*Learners arriving **late** or **leaving early** will pouch/unpouch their phones in the **Senior Wellbeing Hub** or **Front Office**.

VIOLATIONS

Should a learner not comply with this process the following actions will be taken during one school day:

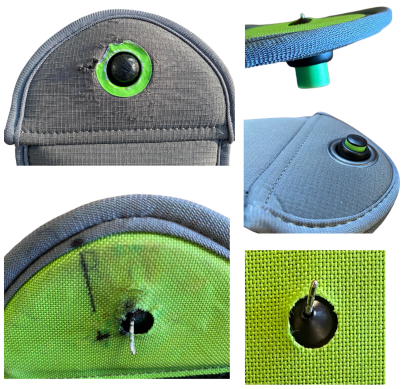
- **First Instance** - Reminder of school rules and expectations
- **Second Instance** - Parent/carer contacted + record on Sentral + issue card

In the instance of continual non compliance, parents/carers will be contacted and an alternative solution will be found.

INTENTIONAL POUCH DAMAGE/LOSS

- If a learner intentionally damages their Pouch, their phone will be collected
- Contact will be made home
- The phone will need to be collected by a parent/carer from School
- A replacement pouch will be provided at the cost of **$20** to the learner

Examples of damage:



- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

FORGOTTEN POUCH

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- If a learner forgets their Pouch their phone will be collected and given back at the end of the day/early departure
- For repeat instances or non compliance around pouch use, your student's Mura Gadi teacher will contact home to discuss solutions and additional supports if required

EXEMPTIONS

Use of mobile phones will be permitted at recess, lunch and during class-time if a learner requires a digital device or online service for medical reasons or for reasonable adjustments made as part of their individual learning plan (ILP). These are not considered exemptions.

Exemptions can be considered in other circumstances such as to maintain family connection in difficult circumstances.

Exemptions to any part of this procedure may apply for some learners in some circumstances. Parents and carers can request an exemption through the Principal via the form link below and these will be considered on a case-by-case basis and granted when required by law or at the Principal's discretion.

Personal Use of Communication Devices Exemption Request Form

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Learners with exemptions will have the following;

- Phone Pouch Exemption Pass
- Flagged on SENTRAL learner profile

Learners and parents understand that phones must remain *Off and Away* unless required for reasons outlined as part of the exemption.

Contact between learners and parents and carers during the school day

Should a learner need to make a call during the school day, they will:

- Approach the Front Office and ask for permission to use the school's phone; or
- Ask staff for permission to unlock the phone, make the phone call and then lock their Pouch again.
- Storing the mobile phone again must be supervised by ESS staff.

During school hours, parents and carers are expected to only contact their children via the school office. A message will then be sent to your child.

RESPONSIBILITIES AND OBLIGATIONS

Learners

- Sign and adhere to the ACT Education Directorate *Acceptable use of Learning Technology Resources Agreement*
- Be safe, responsible and respectful users of mobile phones and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in ways that reflect our school values.

Parents and Carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of this school procedure, including its approach to supporting engagement and productive learning environments.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively.
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.

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- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.

For the Principal and Staff

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
    - Establish agreed classroom expectations for using digital devices and online services, in line with this procedure and Education Directorate policy.
    - Identify strategies to ensure that all learners are able to engage in classroom activities including strategies to accommodate learners without a digital device.
    - Abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
    - Educating learners about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
    - Model appropriate use of digital devices and online services in line with Directorate policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, Directorate policy and any statutory and regulatory requirements. This includes:
    - Reporting the creation, possession or distribution of indecent or offensive material and consider any mandatory reporting requirements.
    - Working with the Directorate and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
    - Following the school's Positive Behaviour for Learning framework when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
    - If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
    - Participate in professional learning related to appropriate use of digital devices and online services.

For non-teaching staff, volunteers and contractors

- Be aware of this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Communicating this procedure to the school community

Recommended inclusions are listed below.

- Learners will be informed about this procedure through the School Website and in Mura Gadi's

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- Parents and carers will be advised via the school newsletter. This procedure can be accessed electronically via the school's website.

Feedback

- If a student, parent or carer wishes to provide feedback on this procedure, they should complete the link at the bottom of this page.

Review

- The Principal or delegated staff will review this procedure annually.