



Leeton High School Mobile Phone and Electronic Device Policy 2019

Introduction

This policy covers the appropriate use of electronic devices at Leeton High School as well as appropriate use of the network resources, internet, and email system provided at Leeton High School.

All of these have the potential to be incorporated appropriately into lessons, opening exciting new approaches to learning. When these technologies are misused by students, they can be very disruptive to teaching and learning and, in some cases, cause harm. For the wellbeing of students, electronic devices should at all times be used **respectfully** and **responsibly**. Devices should not be distracting students from their **learning** or negatively impacting on student success and a healthy classroom environment through missed or unfinished tasks, being caught up in negative comments, or being focused on their device instead of people or other parts to their life.

The expectation is that our students use technology **responsibly** and **respectfully** and as a tool for **learning when asked by the teacher**.

It is required that while in class, all devices are OFF and AWAY unless explicitly directed by the teacher. It is also an expectation that our students do not, at any time, engage in behaviour that harms their wellbeing or the wellbeing of others.

Leeton High School acknowledges that:

- Students may need to be in possession of an electronic device at school for reasons relating to their safety when travelling to and from school.
- There may be some times during school that electronic devices **may** be used for lesson delivery and educational engagement. The decision to use an electronic device will be made under the explicit direction and supervision of the classroom teacher.

Electronic devices include:

- Portable devices.
- Network, Internet and email usage.

Portable devices include:

Mobile phones, digital cameras, MP3 players/iPods, iPads, tablets, game consoles and other similar devices.

- During class, all devices must be turned **OFF and AWAY** in the student's bag.
- The device is the student's responsibility. Leeton High School does not accept any responsibility for the security, loss or damage of the device while it is in the student's possession.
- Students must not use the device to record images, video or sound (unless under explicit teacher instructions for learning).
- Students must not use a device for accessing, downloading, or sending inappropriate, offensive, or prohibited material.
- Students must not share passwords or login details. Students are responsible for what sites their device accesses and information sent under their login.
- Students must not use a device to contact a parent/carer during class time. All such calls or messages must be made through the front office. Emergency contact may only be made through the front office of the school.

Junior Students (Years 7 – 10)

- When not used for educational purposes during class, all devices must be turned ***OFF and AWAY*** in the student's bag.
- Devices may only be used in accordance with teacher instructions and only used for educational purposes. For example: research, filming sport activities or drama performances for feedback.

Senior Students (Years 11 – 12)

- When not used for educational purposes during class, all devices must be turned ***OFF and AWAY*** in the student's bag.
- Devices are only to be used in accordance with teacher instructions.
- Students may listen to music during iStudy periods provided that students remain focused on their learning. Headphones are required to maintain a quiet environment conducive to concentration and learning.
- **Texting, playing games or disturbing others from their learning is not permitted in iStudy and will attract penalties.**

Excursions

- Students are generally discouraged from taking an electronic device/mobile phone on an excursion. The same expectations for electronic device/mobile phone use are enforced by supervising teachers while on excursion. When not used for educational purposes, all devices must be turned ***OFF and AWAY*** in the student's bag.
- Note: Supervising teachers may choose to prohibit students taking devices away on excursions.

Network, Internet and Email usage

Network Resources

Leeton High School provides students with secure storage on the school's network as well as access to some networked printers throughout the school.

- Students must only use the network storage for school-based work and resources.
- Students must not save inappropriate or offensive material or games on the school's network.
- Students must not store programs on the school network.
- Printing must only be done with the permission of a teacher.

Internet

Leeton High School provides filtered internet access for students across the school for use in class. This internet service is filtered by the NSW Department of Education (DoE) and is intended for research, learning, and communication between students and staff.

- The internet is only to be used for educational purposes.
- Students must not access, download, or distribute inappropriate, offensive, or prohibited material.
- Students must not download any material that represents a breach of copyright law.
- Students must not use Wi-Fi to connect devices to unfiltered internet.
- Students must use only their own log-on details and must not share their log-on details with another person.
- Computers must be logged off when work is complete.

Email Usage

The NSW Department of Education provides each student with their own email address and webmail service. This is accessible through the DoE student portal. The conditions for use of this service are outlined in the DoE's internet and email usage policy <https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students>.

- Email must only be used for educational and learning purposes.
- Students must use only their own log-on details and must not share any person's log-on details (whether staff or student, including their own) with another person.

- Students must not access, download or distribute inappropriate, offensive, or prohibited material.
- DoE email must not be used to harass, bully, or threaten any person or group.

Consequences of a breach of this policy may include:

- Placement on a Student Improvement Plan, a Level 2 Faculty Monitoring Card, or a Level 1 Deputy Monitoring Card or Suspension.
- Confiscation of the device for collection from the Deputy Principal or Principal at the end of the school day.
- Confiscation of the device until such time as a parent/carer can attend the school to collect the device, or pending an interview between the student, parent/carer and the Deputy Principal or Principal.
- Loss of internet and network privileges for a period of time.
- In cases of bullying, harassment, or threatening behaviour, school-based management (detentions, meetings, suspensions) will be followed, and outside agencies such as the police will be involved.
- In cases of refusal to hand over the device, school-based management will be followed as outlined in the chart below.

Devices confiscated will be:

- Turned off by the student.
- Collected by the confiscating teacher, Head Teacher or Deputy Principal.
- Stored by Administration staff, Deputy Principal or Principal in the school safe.
- Picked up at the end of the school day from the Office by the student or parent/carer in accordance with chart below.

Positive Behaviour for Learning (PBL) and Technology

As a Positive Behaviour for Learning school, we aim to promote positive, *respectful* and *responsible* behaviours that enhance our learning environment. Using mobile phones and devices appropriately is an expectation of Leeton High School in *all* environments. When these devices are used to harm self or others, or to disrupt the learning environment, then consequences will be applied. The table below highlights examples of negative behaviours. The Mobile Phone and Electronic Device Flowchart outlines the consequences of negative behaviours that compromise our learning and our wellbeing. **Please note:** Misuse of technology in the playground, including mobile phones, will also attract penalties as per our PBL Minor and Major management chart.

Minor Behaviour Violations		Major Behaviour Violations	
Behaviour	Examples	Behaviour	Examples
<p><u>Inappropriate technology use</u> Student uses their phone or other technological device against expectations.</p>	<ul style="list-style-type: none"> • Student has their phone or other device out in class and does not follow instructions to put away • Playing games • Texting 	<p><u>Unacceptable technology use</u> Using a phone or other device to film/photograph inappropriate behaviour, to harass, intimidate or harm.</p>	<ul style="list-style-type: none"> • Filming a fight and/or publishing footage • Taking images/footage of other students or staff without permission • Cyberbullying • Using technology to harm someone else • Sexting • Pornography

Related information: Legal Issues Bulletin no 35 (March 2013); **DoE Policies:** Online Communication Services: acceptable usage for school students; Student Discipline in Government Schools Policy.

Mobile Phone and Electronic Device Management Flowchart

First Offence

- Teacher reads PBL Informal Warning script – **OFF and AWAY**.
- Student turns device off and puts it in their bag. (Refusal to do so constitutes a Second Offence.)
- No further action taken.

Second Offence

- Teacher reads PBL Formal Warning script to reinforce expectation of **OFF and AWAY** and warns of referral to Head Teacher and confiscation.
- Teacher notes the Second Offence on Sentral.
- Student turns device off and puts it in their bag. (Refusal to do so constitutes a Third Offence.)

Third Offence

- Teacher reads PBL Final Warning script to reinforce expectation of **OFF and AWAY** and refers student to Head Teacher.
- Teacher adds the Third Offence to the incident notes made on Sentral.
- Head Teacher has the discretion to caution or confiscate the device. If confiscation occurs, the Head Teacher gives it to the Office/Deputy Principal at first opportunity to be stored in the school safe.
- Parent contacted by the Head Teacher to inform them of the inappropriate device use as recorded on Sentral by the Teacher and notes that contact on Sentral.
- Faculty Monitoring Card focusing on respectful responsible use of devices in a learning environment issued and entered on Sentral.
- If confiscated, student collects their phone from the office at the end of the day.
- If the student refuses to surrender the device then the Deputy Principal is called to confiscate it and reinforces **OFF and AWAY**. (Refusal to surrender the device to the Head Teacher or Deputy Principal constitutes a Fourth Offence.)
- Deputy Principal stores the device in the school safe.
- Student collects device at the end of the day from the Deputy Principal, who interviews the student and makes notes on Sentral.

Fourth Offence

- If the Fourth Offence occurs in class, then the Teacher/Head Teacher sends the student to the Deputy Principal for device confiscation.
- Teacher/Head Teacher adds the Fourth Offence to the incident notes made on Sentral.
- Parent/carer contacted by the Deputy Principal to inform of the repeated inappropriate device use resulting in a Level 1 and letter card and a Suspension Warning letter.
- Parent to collect device from the Office at the end of the day.

Fifth and Final Offence

- Principal interviews student and contacts parent/carer.
 - Principal confiscates device and secures it in the school safe.
 - Parent collects device at the end of the day.
 - **SUSPENSION for Continued Disobedience.** Return From Suspension agreement (uploaded to Sentral) has clear expectations for appropriate device use at school – **Level 1 card displays PBL values for appropriate device use.**
- Note:** Serious inappropriate use of technology e.g. filming a fight, watching pornography, or inciting violence will be treated as a final offence. Repeated misuse may require the student's phone to be left at the office at the beginning of the school day and collected at the end.

Policy History

Adopted:	April 2019
Last review:	April 2019
Next review:	December 2019