



ELECTRONIC DEVICES PROCEDURES

1. Rationale

- 1.1 With the ever-evolving access to newer and greater technology, the use of electronic devices creates exciting opportunities when it comes to teaching and learning; however, a consistent and clearly articulated approach is required in regard to governing appropriate usage. When used appropriately in the school environment, electronic devices can be a useful learning tool. Unfortunately, these devices have the potential to cause significant disruption to learning, safety and efficient operation of the school. Therefore, Port Hacking High School, in collaboration with students, parents and staff, has developed a policy regarding the use of electronic devices within school grounds, excursions and events.
- 1.2 The purpose of the Electronic Devices Procedures document is to provide students, parents and staff with the expectations for appropriate use of electronic devices within the Port Hacking High School community and to outline the consequences for breaching the school's policy. Students and their parents/ guardians are expected to read, understand and agree to abide by these procedures, before electronic devices are carried by students within school grounds, excursions and events.
- 1.3 The use of the term 'electronic devices' in these procedures refers to but is not limited to the following: mobile phones, iPods, smart watches, ear phones/pods, digital cameras, electronic games, laptops, iPads and other electronic devices.
- 1.4 These procedures have been implemented in response to the NSW governments Review into the noneducational use of mobile devices in NSW schools and numerous incidents within both the school grounds and education community. The results of this review and further reading are available at: <https://education.nsw.gov.au/about-us/strategies-and-reports/our-reports-and-reviews/mobile-devices-in-schools>
- 1.5 **Should a student bring electronic devices to school, they do so at their own risk and must adhere to these procedures. Port Hacking High School and the Department of Education take no responsibility for lost, stolen or damaged property.**

2. Acceptable use

- 2.1 Students can use their electronic devices such as mobile phones and laptops appropriately before school, during recess and at lunch breaks OUTSIDE school buildings only. Mobile phones are NOT to be used for phone calls. Phone calls are able to be made via the front office.
- 2.2 Students must have their mobile phones and mobile phone accessories **switched off and out of sight** at all times whilst inside buildings. Where a student has to leave their bag outside of the classroom, such as Science or Food Technology lessons, they should keep the phone in their pocket OR switched off and face down on the desk. Their mobile phone is not to be touched unless instructed or given permission by the teacher.
- 2.3 Students may only turn on and use any electronic device, such as laptops or mobile phones, during a class with the direct instruction of the teacher for clear educational purposes, e.g. filming.
- 2.4 Students must not use any electronic device during assessment tasks, unless instructed to do so by staff.



3. Inappropriate use

- 3.1 Mobile phones and accessories (such as earphones/earbuds) are to be switched off and out of sight inside buildings (including the library, auditorium and gym) at any time. Such devices are also to be switched off and out of sight during any timetabled classes, including classes held outdoors and includes Thursday afternoon sport and study periods.
- 3.2 The following are NOT valid reasons for having a mobile phone or phone accessories out inside a building or during timetabled classes:
- Holding the phone but not using it. All phones are to be out of sight.
 - Headphones and/or their leads hanging over a student's shirt or jumper. All phone accessories are to be out of sight.
 - To check a timetable. Students should check their timetables on their phone before school, at recess or at lunch. Otherwise, students will need to carry a paper copy of their timetable.
 - To check the time. If students need to regularly check the time, then they require a watch.
- 3.3 BYOD Laptops are to be switched off and the lid closed during class time, until required for educational purposes and under the direction of the teacher. (NB Further governance of BYOD laptops is outlined in the BYOD Acceptable Usage contract signed by each student at the time of enrolment.)

4. Procedure for Inappropriate use

- 4.1 If a mobile phone or mobile phone accessories (such as earphones/earbuds) are sighted inside a building or during any timetabled lesson, or the student is inappropriately using any electronic device, staff will instruct the student to hand in their electronic device to the front office. Devices are placed in secure storage facilities where students will sign for the device and receive a receipt. Front office staff will enter this indiscretion into Sentral. Students will be able to regain their electronic device at the end of the school day.
- 4.2 If a student refuses to surrender their device to the front office, an executive member will be notified and the student will be required to surrender their phone to the front office for five consecutive days. Students will be able to regain their electronic device at the end of the school day. Depending on the student's compliance with this direction, a further consequence may apply.
- 4.3 A student who has any electronic device surrendered for a **second time** within 10 school weeks, will be required to surrender their phone to the front office for five consecutive days the student is in attendance. Students will be able to regain their electronic device at the end of each school day. The executive member will contact parents to explain the breach of the school rules and to warn them that a further breach of the rules will require the parent to attend an in person interview with the Deputy Principal in order for students to be allowed to carry their phones during school hours.
- 4.4 If a student is directed to surrender any electronic device for a **third time** within 10 school weeks, they will be required to surrender their phone for five consecutive school days in attendance and until their parents attend a meeting with the Deputy Principal to discuss the continued breaches of the school's Electronic Device Policy. The student will be required to submit their phone for five consecutive days in attendance or until the parent meeting has occurred, whichever occurs last.
- 4.5 If a student is directed to surrender any electronic device for a **fourth time** within 10 school weeks, they will receive a formal caution to suspend. The student will be placed on a Senior Executive Determination monitoring card and will be required to surrender their phone each day they are on the monitoring card and until they have successfully complied with the requirements of the monitoring card. The monitoring card will be in force for a minimum of ten schools days of student attendance.
- 4.6 If a student is directed to surrender any electronic device for a **fifth time** within 10 school weeks, the school will move to a suspension.

5. Parent/Guardian Contact

- 5.1 Parents/ guardians are to contact the school administration office; (02) 9524 8816 if they wish to send a message to their child or ward, rather than contacting them via their electronic devices whilst they are on school grounds, excursions or events.
- 5.2 If a student is sick they should follow normal procedure, which is to seek permission from the classroom teacher to go to sick bay and then the office staff will contact a parent/ guardian, if required.

These procedures will be reviewed from time to time, as required.

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