



# Mobile Device Policy

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**Rationale** As a state school serving the Epping community we believe every student is entitled to an effective, safe learning environment in conjunction with the Departments policies and procedures. This policy aims to promote engagement in the classroom as well as a consistent approach to effective mobile device use across the community.

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**Implementation**

1. Students **will** be permitted to use their mobile devices (phone, tablet, watch or other telecommunication system):
  - Before 8.45
  - After 3.06
  - Special circumstances that are pre - approved for structured Teaching & Learning purposes
  - If students bring mobile devices they must remain in locked lockers during school hours
  - The school accepts no responsibility for loss or damage for devices collected under this policy.
2. Mobile devices and headphones (unless pre – approved for structured Teaching & Learning purposes) **must not** be visible during any other time in school:
  - School hours (8.45 – 3.06), this includes recess and lunch.
3. If a student uses their device at any point when they are not permitted, the following steps will be followed:
  - **1<sup>st</sup> Offence** – device handed to the member of staff and to be collected from The Front Office at the end of the day by the student (logged onto XUNO).
  - **2<sup>nd</sup> Offence** – device handed to the member of staff and taken to the Front Office to be **collected by a parent/gurdian** of the student (logged onto XUNO, Office staff call home to inform).
  - Any repeat of device misuse will result in Step 3 process and sanctions at the schools discretion put into place.
4. Usage of devices before 8.45 and after 3.06 must be appropriate, this includes **NOT** utilizing the photo/recording functions under any circumstances.
  - If student is leaving early and had their phone confiscated during the day, the phone **MUST** still be collected from the office at 3.06pm – **NO EXCEPTIONS**

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**Basis of Discretion** The Principal Team may use their discretionary powers in dealing with students who offend this policy and possible sanctions.

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**Review** This policy will be reviewed by the Student Wellbeing & Engagement Team every 2 years – policy review due in December 2022.