



Matrville Sports High School

DIGITAL DEVICES POLICY

WRITING DATE: September 2023

IMPLEMENTATION DATE: October 2023

TO BE REVIEWED: December 2023

POLICY STATEMENT:

This policy covers the use of digital devices (personal or school provided) in school-related settings, specifically on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. A personal electronic device is any device that students may use as part of their daily lives, such as a mobile phone, smart watch, iPad, tablet, personal computer, or gaming device. Use of digital devices at Matrville Sports High School will be governed by the MSHS Code of Conduct for the use of Digital Devices and Online Services.

CONTEXT:

Digital devices are an important part of everyday life, shaping the way young people learn, communicate, work and play. Matrville Sports High School accepts that parents and caregivers give their children mobile phones to protect them from everyday risks involving personal safety and security. It is acknowledged that providing a student with the mobile phone gives parents reassurance they can contact their child if they need to speak with them urgently outside of school hours. The implementation of the Phone Pouch system will aim to increase the learning time of our students, reduce mobile phone related distractions, and increase the safety of our students in the playground.

- Student use of digital devices and online services in schools is intended to enhance learning, wellbeing, and educational attainment.
- Students' safe, responsible, and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff.
- Personal electronic devices brought to school by students are brought at the student's own risk.
- The school does not undertake to investigate their loss, theft or damage. Teachers have the responsibility to manage classes effectively and the school will support teachers enforcing the Code of Conduct for the use of Digital Devices and Online Services.

The Code of Conduct will be given to students as part of their Year 7 orientation in Term 4, 2023.

- The Code of Conduct will be given to new enrolments as part of the enrolment package.
- The Code of Conduct will be given to all students Years 7-12 on Day 1 Term 4, 2023.



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RESPONSIBILITIES AND DELEGATIONS:

- It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document. Mobile phones are not to be used during school hours.
- Every student will be assigned a personal Phone Pouch with an ID Number. While the Phone Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.
- 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.
- Due to the implementation of the Phone Pouch, parents are reminded that in cases of emergency during the school day, the school office remains the preferred point of contact and school staff will ensure students are contacted quickly and assisted in the appropriate way.

EXEMPTIONS:

Exemptions will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

The use of mobile phones/digital devices may be permitted at recess, lunch and during class-time if a student requires a digital device or online service for medical reasons such as diabetic (glucose) monitor and insulin pumps. Supporting documentation from medical practitioners will be required for medical exemptions.

PROCEDURES

AS STUDENTS ENTER THE SCHOOL

For students who bring their mobile phones to school,

- The expectation is that their phone is turned off before they enter the school grounds.
- Unlock their empty Phone Pouch using an Unlocking Base at the School's front gates.
- Place their phone inside the pouch, securely close it and store in their school bag.
- Each student will maintain possession of their mobile phone inside their Phone Pouch for the duration of the school day. Late students will do this process at the Front Office as they sign in.



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AS STUDENTS EXIT THE SCHOOL:

- At the end of the academic day, students will be able to unlock the Phone Pouch using the Unlocking Bases at the school gates.
- Students will then be able to remove their mobile phones from their Phone Pouches for personal use, securely close their empty pouch and place it in their schoolbag for use the next day.
- For students who need to leave early, an Unlocking Base will be placed in the Front Office.

On Excursions/School activities

If offsite for activities such as sport, where students are dismissed from the venue, portable unlocking devices will be available.

VIOLATIONS:

Below is a list of potential student violations. Please note that this list is not exhaustive, and any violations not foreseen will be dealt with in accordance with the School Welfare and Discipline Policy. Each of these violations will result in the student's device/phone and/or pouch potentially being confiscated by school staff.

- Physical damage to the pouch in an attempt to circumvent its intended purpose. (Eg: Discolouration, pen marks or stripped lock inside the pouch). Students will have regular inspections of their pouches during roll call and spontaneously throughout the day if needed.
- Forgetting or losing the pouch – phone will be left at front office.
- Refusing to place their mobile phone in their Phone Pouch and using their phone during school hours.
- Other devices, such as laptops, tablets, AirPods, headphones and smartwatches, pose similar challenges and opportunities. These devices can be linked to mobile phones and therefore the same policy applies to these actions.
- All digital devices, not just mobile phones, should be used in safe, responsible, and respectful ways, and are expected to be used under the same policy and procedures.



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CODE OF CONDUCT FOR THE USE OF DIGITAL DEVICES:

Matrville Sports' High School encourages the responsible, respectful use of digital devices. It does this through the Code of Conduct for the use of Digital Devices and Online Services. The code applies to all students at the school.

- Teachers have a responsibility to teach and will expect that digital devices will be turned off and remain in Phone pouches for the entirety of the day.
- Students will use digital devices and online services in a safe, responsible, and respectful manner, as described in the Department of Education's Behaviour Code for Students and the MSHS Code of Conduct for the use of Digital Devices and Online Services.
- Students will take full responsibility for any devices they choose to bring to school. The school does not undertake to investigate their loss, theft, or damage. All electronic devices must be in the Phone pouch.
- If students use their digital devices and online services inappropriately, they will be subject to the disciplinary procedures of the teacher, consistent with the MSHS Student Welfare and Discipline Policy.
- Under no circumstances are students permitted to have inappropriate material on any digital device, at any time, at school. Students found with inappropriate material will be subject to discipline through the school's Student Welfare and Discipline Policy. Police involvement may occur.
- Students must not use digital devices and online services to threaten, bully, intimidate or otherwise harass other people through any text message, photographic, video, or other data transfer system available (e.g, Snapchat, Instagram, Facebook) or for any illegal activity. Such activities may incur disciplinary action including suspension. Police involvement may occur.
- Digital devices must never be used to intimidate or hurt another person, including out of school hours. No person may be recorded, or photographed, without his, her or their consent. Students found to be using any camera contrary to this acceptable use policy will be dealt with under the school discipline policy. Such activities may incur disciplinary action including suspension.
- Under no circumstances can a student be in possession of a digital device during an examination or assessment task. Any student seen with, or suspected of having used, a digital device during an examination or assessment task will be dealt with under the school's malpractice rules, resulting in a zero award for the task.



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DISCIPLINARY ACTION IF THE PHONE POUCH IS DAMAGED:

- Phone and Pouch will be confiscated, and parent/carer will be notified immediately by Deputy Principal.
- Student's parent/guardian must come to the school to pick up their child's phone and a replacement pouch may be assigned with additional cost of \$20.
- Formal caution of suspension for damage to school property in the first instance. Potential Suspensions may be considered for serious damage or repeated damage.
- The Front Office staff will invoice parents \$20.00 via schoolbytes and phone call for a replacement Phone Pouch.
- The student will only be allowed to bring a phone back to school if they or their parent/carer pay the fee to replace the damaged school property.

DISCIPLINARY ACTION FOR THE IMPROPER USE OF MOBILE PHONES OR DIGITAL DEVICES:

1st Warning

- Teacher sends student to Head Teacher
- Classroom teacher documents on Compass as a *Digital Device incident*
- Head Teacher confiscates Phone and Pouch
- Phone inside Pouch will be sent to front office and can be collected at 3pm
- Head Teacher issues **1st warning** digital device on student compass profile & calls home notifying phone has been confiscated

if a student refuses to hand over mobile phone, student will be placed in solution space by DP and phone/Device will be confiscated.



2nd Warning

- Teacher sends student to Head Teacher
- Classroom teacher documents on Compass as a *Digital Device incident*
- Head Teacher notices **1st warning** entry and sends student to Deputy Principal with the phone and pouch
- Phone inside Pouch will be sent to front office and can be collected at 3pm
- DP calls home advises phone has been confiscated and formal caution has been issued as it is their **2nd warning**
- Student will go Solution space for the day as part of the Formal caution.



3rd Warning

- Teacher sends student to Head Teacher
- Classroom teacher documents on Compass as a *Digital Device incident*
- Head Teacher notices **2nd warning** entry and sends student to Deputy Principal with the phone and pouch
- DP calls home advises phone has been confiscated and Suspension issued as it is their **3rd warning**
- Parents notified to collect phone and student from the Front Office.
- Suspension issued.