



CORINDA STATE HIGH SCHOOL

PROCEDURES FOR MANAGING ELECTRONIC DEVICES IN SCHOOL

RATIONALE

In a world that is increasingly connected, Corinda State High School takes a pro-active approach to ensuring students are taught about the appropriate and safe use of personal technologies through curriculum programs and through our policies and procedures. The focus on personal responsibility around appropriate and safe use of these technologies is considered to be central to embracing our sense of community while at school. At Corinda one of our key values is an orderly learning environment and these procedures have been put in place to reinforce this.

Corinda State High School has a policy of no mobile phones/electronic devices (including headphones). This does not include Laptop / Tablet Computers and these come under the Corinda State High School Acceptable Use Policy. If a parent needs to contact a student during the school day, they are able to contact the office and a message will be forwarded onto the student directly. It is understood that students may need a mobile phone before or after school for safety purposes and on these occasions; mobile phones should be left at the school office before class starts and then collected again at the end of the school day. This way the security of the device can be guaranteed.

SCHOOL EXPECTATIONS:

- On entry to school all devices (including earphones) are required to be out of sight and placed in bags or submitted at the office.
- Earphones are not part of the school uniform and are not to be visible. Earphones are not to be stored in pockets or under shirts.
- If students have devices in their possession they are not to be left unsecured (eg in bag racks / unattended). Students are permitted to bring them into the classroom for security but they must be switched off, out of sight and stored in a pencil case or container.
- Students are encouraged to leave their devices with the administration during the school day where they can be secured properly. This will reduce the risk of theft and/or loss.
- Students are able to use electronic devices under the strict supervision of a teacher if they are used for educational purposes.
- Some students with disabilities have been granted special consideration allowing them to use these devices in the classroom to support their education; however they must respect the rules and conditions around this.



PROCEDURES – IN CLASS:

FIRST OFFENCE:

- If a student is found using a device for non-educational purposes, or the device rings or causes distraction in the class in any way, without Teacher authorisation the device will be taken from the student by the teacher for the duration of the lesson. A letter will be sent home to parents to inform them of this either via email or by mail.

SECOND OFFENCE:

- The item will be confiscated by the teacher for the remainder of the day. The student will be asked to place the device in an envelope / snap lock bag and label it. The item can be collected by the end of the school day. A letter will be sent home via email or mail to inform parents of the second offence and further consequences if this continues.

REPEATED OFFENCES:

- Repeated offences will be referred to the administration and will result in suspension for failure to comply with school rules, failure to follow a reasonable instruction and for disturbing the learning of others. On return from suspension the student will be required to leave their belongings in the administration during class. They will be expected to collect and return the resources they require for each class during break times. . The Principal will personally guarantee the security of their valuables in the office.
- Students need to be reminded that a suspension from school means they automatically become ineligible for School Representation.

PROCEDURES – IN PLAYGROUND:

- If the student is found using a device in the school grounds they will have the device confiscated by the teacher and the student immediately and will have to collect the item at the end of the school day. A letter will be sent home to inform parents of incident and possible consequences should this continue.
- Refusal to comply will result in a direct referral to the administration and student will be required to leave belongings in administration as per return from suspension procedures. A letter will be sent home to the parent to inform them of the incident and possible consequences.
- Continued non- compliance will result in suspension for refusal to comply as indicated in the classroom procedures section of this document.