



# Deniliquin High School

## Electronic Device Policy - 2022

<b>Preamble</b>	<ul style="list-style-type: none"> <li>▪ This policy covers the appropriate use of Electronic Devices at Deniliquin High School. When devices are misused by students they can be very disruptive to teaching and learning and in some cases cause harm. For the well-being of students, devices should be used to build health and feelings of safety, not distract students, or impact upon them by missing work, being caught up in negative comments or being focused on their devices instead of people or other parts to their life.</li> <li>▪ Electronic Devices refers to <b><u>mobile phones, smart watches, tablets</u></b> etc</li> <li>▪ Laptops are dealt with under the school's Bring Your Own Device Policy.</li> </ul>
	<p>At Deniliquin High School we acknowledge that:</p> <ul style="list-style-type: none"> <li>▪ Students may need to be in possession of an electronic device, especially a mobile phone, for reasons relating to their safety in travelling to and from school.</li> <li>▪ There may be some times during school that electronic devices may be used for lesson delivery and educational engagement. A decision to use an electronic device will be under the explicit direction and supervision of the classroom teacher.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ The electronic device is the student's responsibility. Deniliquin High School will not accept any responsibility for the security, loss or damage of the device while in the student's possession.</li> <li>▪ During the school day electronic devices are to be turned <b><u>OFF AND AWAY</u></b> in the student's Yondr pouch.</li> <li>▪ Students should not use the device to record images, video or sound (unless under explicit teacher instructions).</li> <li>▪ Students should not use the device for accessing, downloading or sending inappropriate, offensive or prohibited material.</li> <li>▪ Students should not use the device to contact a parent/caregiver during school hours. All such calls or messages should be made from the school administration office. Emergency contact should only be made through the administration office.</li> <li>▪ <b>ALL CONTACT WITH STUDENTS IS TO OCCUR THROUGH THE FRONT OFFICE ON 03 5881 1211.</b></li> </ul>
<b>Usage</b>	<ul style="list-style-type: none"> <li>▪ Students are not allowed to use electronic devices without the direct permission of a teacher while at school. This includes before school, recess and lunch breaks as well as study periods. Electronic devices may be used after the last bell at the end of the day.</li> <li>▪ The school will take all reasonable care with the safe keeping of confiscated electronic devices but takes no responsibility for the loss or damage of confiscated electronic devices.</li> <li>▪ If a student must carry an electronic device to and from school, it is their responsibility to ensure that it is stored securely away in the Yondr pouch during the school day.</li> </ul>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>▪ Students are expected to use the unlocking stations on the external fence each morning as they enter to unlock their pouch and place the phone inside. The phones remain locked throughout the day. At the end of the day, students leave the school via the gates and use the unlocking stations to unlock their pouches.</li> <li>▪ Student Yondr pouches should be closed and locked at all times, except when adding or removing their phones at the beginning and end of the school day.</li> <li>▪ An unlocking station will be placed at the Front Office and Henry Street Office for students who sign in late or have to leave early.</li> <li>▪ If a student is seen with an electronic device whilst on school grounds, it will be confiscated and placed in the safe in the front office with the student's name on it. The device can be collected from a Deputy Principal or the Principal at the end of the day.</li> <li>▪ If a device is confiscated multiple times, the parent will be contacted.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ If a student damages their pouch they will be required to pay \$10 for a replacement and cannot bring their phone to school – or they need to hand it in to one of the Deputy Principal’s before school and collect it at the end of the day.</li> </ul> <p><b>Confiscated devices will be:</b></p> <ul style="list-style-type: none"> <li>▪ Turned off by the student</li> <li>▪ Placed in an envelope with the student’s name, date, time and teacher’s name.</li> <li>▪ Placed in front office and entered on register by the staff member who confiscated device or their supervisor.</li> <li>▪ Picked up at the end of the school day or when the student is leaving for the day from a Deputy Principal or the Principal.</li> </ul>
<p><b>Roles</b></p>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>▪ Follow the requirements of the policy by not using electronic devices at school.</li> <li>▪ Unlock their Yondr pouch in the morning, place their mobile devices in the pouch and lock it.</li> <li>▪ Unlock the pouch at the end of the day, or when they leave school.</li> <li>▪ Look after their pouch.</li> <li>▪ Hand over a device when requested without argument. Ensure device is turned off at time.</li> <li>▪ Collect device at the end of the day, or at the time of leaving school from one of the Deputy Principals or the Principal.</li> </ul> <p><b>Parents/Carers:</b></p> <ul style="list-style-type: none"> <li>▪ Support the school in the implementation of this policy.</li> <li>▪ Ensure their child fully understands the policy and its requirements.</li> <li>▪ Provide support to the school in the implementation and enforcing of the policy.</li> </ul> <p><b>Teachers:</b></p> <ul style="list-style-type: none"> <li>▪ Support the implementation of the policy. Place confiscated devices in envelopes provided and fill in details on front.</li> <li>▪ Take envelope to front office and fill in register.</li> </ul> <p><b>Head Teachers:</b></p> <ul style="list-style-type: none"> <li>▪ Support the implementation of the policy. Place confiscated devices in envelopes provided and fill in details on front.</li> <li>▪ Take envelope to front office and fill in register.</li> <li>▪ Support staff.</li> <li>▪ Undertake random checks of Yondr pouches.</li> </ul> <p><b>Principal / Deputy Principals:</b></p> <ul style="list-style-type: none"> <li>▪ Support the implementation of the policy.</li> <li>▪ Undertake random checks of Yondr pouches</li> <li>▪ Return devices at the end of the day or time of leaving and complete register.</li> </ul>
<p><b>Consequences</b></p>	<p><b>Consequences of a breach of this policy may include:</b></p> <ul style="list-style-type: none"> <li>▪ Confiscation of device for collection at the end of the day, or time of leaving school, from a Deputy Principal or the Principal.</li> <li>▪ Confiscation of a device until such time as a parent/caregiver is able to attend the school to collect the device.</li> <li>▪ In the case of bullying, harassment or threatening behaviour, school-based management (meetings, detentions, reflection, suspension) as well as outside agencies such as the police may be involved.</li> <li>▪ If a student damages their pouch they will be required to pay \$10 for a replacement and cannot bring their phone to school – or they need to hand it in to one of the Deputy Principal’s before school and collect it at the end of the day.</li> </ul>

Per Term:

- First Offence – Sentral entry and pick up at end of day
- Second Offence – Sentral entry and interview with DP
- Third Offence – Sentral entry, parent to pick up device, and pre-suspension letter and/or Reflection
- Fourth Offence - Suspension for continued disobedience

In case of refusal to hand over the device, school-based management will be involved.

- It is the recommendation of the school that students **DO NOT** bring electronic devices, particularly mobile phones, to school. The school will take no responsibility for theft, loss or damage of devices.