



# St Joseph's Catholic High School Albion Park

## *Electronic Communication Device Policy*

### POLICY STATEMENT

Learning environments should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.

Electronic Communication Devices (ECDs) refer to items such as mobile phones and other personal music or communication devices including AirPods and other listening devices.

### GUIDELINES

To ensure that ECD's do not impact on teaching and learning and students' wellbeing:

1. ***All ECDs must be turned off and placed away, in the student's school bag, as soon as students enter the school grounds until 3:25 pm.***
2. Students are not permitted to use their ECD anywhere in the school. This includes students looking at the time or Compass on their phone. The only exception will be to purchase food and drinks at the Canteen (this will be reviewed in 2024). The ECD must be switched off and out of sight after completing this transaction.
3. ECDs must remain switched off unless permission is granted by a teacher, for the device to be used for an educational activity. Once the activity is complete, the ECD is again switched off.
4. Students are not permitted to use headphones, including AirPods, whilst on school grounds unless instructed by the teacher for a learning activity.
5. Under no circumstances should ECDs be used or in the student's possession during examinations or formal assessment tasks. This includes the wearing of smartwatches. This will result in a finding of malpractice and jeopardise course completion.
6. ECDs should not be used at excursion or camp venues unless explicit permission is given ahead of time by the organising teacher.
7. ECDs must not be used for game playing or the configuring of 'Hotspots' to allow access to the Internet.
8. If these items are brought to school, the safekeeping and security of each item is the responsibility of the owner, not the school.
9. If parents need to contact students they are to phone the school on 4230 8500. Students must not use their ECDs to contact parents during school hours. In an emergency, students can gain access to a phone by asking a member of staff.
10. Students will not be prevented from communicating with parents/carers, however, any student needing to contact a family member must see a teacher or office staff who will be able to arrange this.



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### **CONSEQUENCES**

The following consequences will be put in place as a result of inappropriate use of Electronic Communication Devices:

#### ***First ECD Confiscation in a Semester***

- Students will have the ECD confiscated. The teacher takes the ECD to the front office.
- The Office staff records the Compass Chronicle 'ECD Confiscation' entry with notification to the student and their parents/carers through Compass and email.
- ECD is locked in the safe in the Administration Building.
- For confiscations in Periods 5 and 6, the teacher keeps the ECD until the end of the lesson and alerts the Office to make a Compass Chronicle ECD confiscation entry.
- The student collects the ECD at the end of the day.

#### ***Second ECD Confiscation in a Semester***

- Students will have the ECD confiscated. The teacher takes the ECD to the front office.
- The Office staff records the Compass Chronicle 'ECD Confiscation' entry with notification to the student and their parents/carers through Compass and email.
- ECD is locked in the safe in the Administration Building.
- For confiscations in Periods 5 and 6, the teacher keeps the ECD until the end of the lesson and alerts the Office to make a Compass Chronicle ECD confiscation entry.
- The student is issued with a Playground Withdrawal.
- Student, PALS and Parent/Carer are automatically notified upon Chronicle entry with a warning of After School Community Service should another confiscation occur.
- The student collects the ECD at the end of the day.

#### ***Third ECD Confiscation in a Semester***

- Students will have the ECD confiscated. The teacher takes the ECD to the front office.
- The Office staff records the Compass Chronicle 'ECD Confiscation' entry with notification to the student and their parents/carers through Compass and email.
- ECD is locked in the safe in the Administration Building.
- For confiscations in Periods 5 and 6, the teacher keeps the ECD until the end of the lesson and alerts the Office to make a Compass Chronicle ECD confiscation entry.
- PALS Leader approves for an After School Community Service (ASCS) to be issued by the Office. A letter is issued to notify the student in person and the parent/carers by phone of the requirement to complete an ASCS.
- Parent/Carer will be required to attend school to pick up the confiscated ECD at their earliest convenience.

#### ***Ongoing Breaches of the Electronic Communication Device Policy***

Students who continue to breach the Electronic Communication Device Policy will be deemed as placing themselves outside of the expectations of the school community. As such, this will lead to a Suspension from school and a meeting with the Assistant Principal/Principal. As a consequence, the student will be required to check their ECD into the school office before homeroom each morning to prevent further breaches of this policy.

#### ***Defiance / Non-Compliance***

At any point, a student's refusal to surrender their ECD to a teacher when requested will be considered defiance / non-compliance. Any student sighted with an ECD, whether they are actively using it or not, will be required to comply with teacher requests. Refusal to do this will incur:

1. A Compass Chronical entry for medium-level defiance made by the teacher.



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2. The teacher will notify the student's PAL (if in the playground) and LOL (if in the classroom), who will issue an appropriate consequence such as After School Community Service.
3. The ECD is required to be handed over to the PAL/LOL or Assistant Principal immediately. Continued refusal to comply will be viewed as high-level defiance / non-compliance and result in an In-School Withdrawal or Suspension from school.

### BASIS OF DISCRETION

The Principal has the right of discretion to depart from the policy guidelines in the event of exceptional circumstances.

Students who do require the use of an ECD due to exceptional medical or pastoral circumstances must have this approved by the Assistant Principal or Leader of Student Wellbeing. This approval will be noted on the student's Personalised Plan. Please note that this approval will only be provided in highly extenuating circumstances. The school reserves the right to withdraw this approval if the ECD is misused.

### SUPPORTING DOCUMENTATION

### POLICY RELEASE DETAILS

|                    |   |                      |                 |
|--------------------|---|----------------------|-----------------|
| <b>Reviewed by</b> | School Leadership Team  | <b>Review Date</b>   | 12 October 2023 |
| <b>Approved by</b> | Ms A Wilson   | <b>Approval Date</b> | 12 October 2023 |
| <b>Evaluation</b>  | 2 years - 12 October 2025   |                      |                 |
| <b>Access</b>      | Internal - Staff Handbook<br>External - SJCHS Website & Parent/Student Handbook |                      |                 |