

## Kilcoy State High School

### Student Mobile Phone and Smart Device Policy



Kilcoy State High School acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways. We also recognise that parents/carers may wish their student to have a mobile phone travelling to and from school.

**All students must keep their mobile phones switched off and 'away for the day'** during school hours (on entering school grounds until 3 p.m.) Wearable devices, such as smartwatches, can be worn however notifications must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.

At the beginning of the school year, every student will be assigned a personal **Phone Pouch** as part of the School Resource Hire Scheme. It is each student's responsibility to bring their pouch with them to school every day.

### School Wide Expectations and Processes

The Phone Pouch is considered part of the school uniform, and therefore all students must carry their pouch, even if they do not own a phone.

#### At the First Bell students will:

- 1) Turn their phone off.
- 2) Place their phone inside the pouch and securely close it, under supervision of the Pastoral Care (PSC) teacher.
- 3) PSC teachers will check/sight Phone Pouches are locked.
- 4) Each student will maintain possession of their phone inside their Phone Pouch for the duration of the school day. Late students will complete this process at the Front Office as they sign in.

No unlocked phone is permitted on the school grounds (prior to school and until 3 p.m.) unless it's part of a specific approved learning experience or subject to an exemption.

#### As students exit the grounds at the end of the school day, they will:

- 1) Unlock their pouch using an Unlocking Base at an unlocking station.
- 2) Remove their phone from their pouch.
- 3) Place empty pouch in their bag for the next day.

(Exception: Students with parental/approved permission to leave school grounds early, will unlock their phone at the Front Office as they sign out)

## Personalising Phone Pouches

As each student will have the same pouch, it will be essential to name, and if desired personalise pouches for easy identification.

Other personalisation can take any form, as long as it does not affect the functioning or lockability of the pouch or contain offensive or obscene writing or drawings.

Pouches must be marked with the student's Name and Year level.

## Breaches of this policy

Below is a list of potential breaches of this phone/smart device policy. Each of these breaches may result in the student's device/phone and/or pouch being confiscated by school staff, as per Kilcoy's Student Code of Conduct.

- Physical damage to the pouch in an attempt to circumvent its intended purpose. (Eg: Discoloration, pen marks, bent pin or stripped lock inside the pouch)
- Forgetting or losing the pouch – phone will be collected and left at the front office.
- Using their phone during school hours. Other devices, such as laptops, tablets, 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.

## Consequences if a Mobile Phone/Smart Device is used during school hours

The student will be directed to the front office to surrender their phone (As per Temporary Removal of Student Property Policy outlined in Kilcoy's Student Code of Conduct).

- 1) The phone/device will be logged (students receives a receipt) and stored securely.
- 2) The parent/carer will be contacted by administration (One School contact), informing of the temporary removal of the phone/smart device. Student collects at the end of the day.
- 3) Repeated violations may result in the device being confiscated until a parent can collect the device. A OneSchool behaviour incident will be completed.
- 4) If ongoing violations of the school phone policy are recorded, the school will work with the parent/carer to implement an Individual Student Mobile Phone Plan. Options will be discussed to support the student in meeting The Department of Education's expectations.

Refusal to surrender a device after a breach of this policy, constitutes an escalation of misbehaviour and consequences will be applied as per KSHS's Student Code of Conduct.

### **Consequences if a Phone Pouch is damaged**

Phone+Pouch will be temporarily removed to the office, and parent/guardian will be notified immediately.

- Student's parent/guardian must come to the school to pick up their child's phone and a replacement pouch will need to be purchased.
- The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a **\$20** fee to replace the damaged school property.

### **Complaints**

If a student, parent or carer has a complaint under this procedure, they should first follow Kilcoy State High School's complaint process. If the issue cannot be resolved, please refer to Education Queensland's guide for students/ parents/carers about making a complaint about our schools.

<https://alt-qed.qed.qld.gov.au/contact/customer-compliments-complaints>

### **Exemptions**

Exemptions to any part of this procedure may apply for some students in some circumstances - as determined by the Principal or delegate. For example, for monitoring a health condition OR when device is used as an adjustment to access and participation in the curriculum. Parents or carers can request an exemption and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

Students with exemptions will have the following;

- Phone Pouch Exemption Pass
- Exemption flagged on Daymap (Student Details)

Students and parents/carers understand that phones must remain 'Off and Away' unless required for reasons outlined as part of the exemption.

### **Contact between students and parents and carers during the school day**

Should a student need to make an urgent call during the school day, they must, approach the Front Office and ask for permission to use the school's phone

During school hours, parents and carers are expected to only contact their children via the school office. A message will then be sent to the student.

## Student Responsibilities:

Students have responsibilities as part of their school community to maintain the effectiveness and success of Kilcoy SHS's Student Mobile Phone and Smart Device Policy. Here is a summary of their responsibilities:

1. **Comply with School Policies:** Students must adhere to the Kilcoy State High School's Mobile Phone and Smart Device Policy and any related guidelines or rules.
2. **Secure and Store Devices:** Students are responsible for properly securing their mobile devices in Phone Pouches. Before placing them in the pouches, they should ensure their devices are turned off or silent.
3. **Respectful Behavior:** Students should respect the phone-free policy and fellow students. This includes refraining from attempting to tamper with or bypass the pouches and refraining from using unauthorized devices or accessories.
4. **Report Violations:** Students are encouraged to report to school staff or designated authorities any violations of the phone-free policy they observe. This helps maintain a supportive and accountable environment.

Students create a focused and productive learning environment by fulfilling these responsibilities while promoting greater engagement, social interaction, and academic achievement.

## Teacher & Staff Responsibilities:

Staff and teachers have essential responsibilities to ensure the successful implementation and maintenance of the program.

1. **Model Behaviour:** Staff and teachers should be positive role models by adhering to the phone-free policy. They should demonstrate responsible device usage and refrain from using personal mobile devices when possible.
2. **Enforce Policy:** It is the responsibility of staff and teachers to enforce the phone-free policy consistently and fairly. They should communicate and reinforce the policy with students, reminding them of the expectations and consequences for non-compliance.
3. **Provide Guidance and Support:** Staff and teachers should provide guidance and support to students in understanding the purpose and benefits of the phone-free policy.
4. **Supervise and Monitor:** Staff and teachers should supervise and monitor to ensure compliance. They should be vigilant in identifying any violations and addressing them promptly and appropriately.
5. **Collaborate with Administration:** Staff and teachers should collaborate with school administration to review and revise Education Queensland's phone-free policy as needed. They can provide feedback, suggestions, and insights based on their observations and experiences to improve the program's effectiveness.
6. **Professional Development:** Staff and teachers may be required to participate in professional development sessions or training provided by the school. This can include workshops on effective implementation strategies, managing distractions, and integrating alternative teaching methods.
7. **Support Positive Behaviour:** Staff and teachers should promote and reinforce positive behaviour related to the phone-free policy, as per our Positive Behaviour for Learning policy.