

## MOBILE PHONES & OTHER PERSONAL DIGITAL DEVICES POLICY

The use of mobile phones and other personal digital devices by students is strictly prohibited without the consent and supervision of a staff member. This policy commences daily at 8.30am, whereby a bell will ring signifying that digital devices are to be out of sight. This policy will cease daily at the point students are released from class at 3.00pm.

A student will be allowed to have use of their mobile phone or other personal digital device if:

- After stating their reason for use, permission to use is then granted by a staff member.
- The use of mobile phones and other personal digital devices are part of the teaching and learning in that class, and the staff member supervising is aware of that use after granting permission

### Procedures

- At 8.30am, students are to turn off mobile phones and other personal digital devices. A bell will ring to remind students of this expectation.
- From this point in time, students are required to keep mobile phones and other personal digital devices out of sight.
- Students may only use mobile phones and other digital devices in a classroom setting with permission from a supervising staff member. The use of the digital device is to be linked directly to the learning and teaching in that subject.
- A sign will be displayed during class to indicate that mobile phones and other personal digital devices are in use.
- Students wishing to have their mobile phone or personal digital device stored safely at school can present them to the office, where the device will be labelled and kept by the school until collected.
- The flowchart below illustrates the procedures to follow if incorrect use of mobile phones and other personal digital devices occurs.

**Underlying expectations:** all students should follow directions by staff members including

1. Stating their name, and
2. Remaining in their present location if in breach of the policy

### Flowchart

