

# MOBILE PHONE AND ELECTRONIC DEVICE SUPPORT PROCESS

The mobile phone and electronic device implementation guide (see full document on our website) is one of several processes used by staff at Seaview High School to monitor and manage students' appropriate use of the internet and their right to a safe, productive learning environment.

The Government ban on mobile phones and personal electronic devices stops students from using their phones to hot spot Wi-Fi and therefore bypass the internet filtering system that is in place to protect students. This ban aims to have a positive impact on student engagement, participation and wellbeing.

**Mobile phones, smart watches and AirPods (and other Bluetooth enabled headphones) are not accessible throughout the school day.**

## Storage of Device:

Mobile phones and other identified electronics (see policy) must *be turned off* and placed in a provided YONDR pouch, prior to entering school grounds. Students must then lock their pouch and have it ready to check during lesson 1 (Monday) and Care Group (Tuesday-Friday). The pouch may then be stored in lockers or in bags, or carried with them during the day. The pouch will be unlocked at one of the stations provided, on exiting school at the end of the day. For early departure, students will report to Student Services.

## Incorrect use of YONDR pouch:

If a student is *consistently*:

- forgetting their pouch
- not effectively locking pouch
- not storing all required devices

Staff member will contact parent/caregiver.

## Refusal to use YONDR pouch:

**If a student refuses to use their YONDR pouch for their devices:**

Teacher will direct student to the Re-Set Room.

**If a student leaves devices at home (by choice):**

Teacher will confirm student has no devices at school. Remind student about the Device Policy. No search is required.

## When Confiscating a Student's Mobile Phone/personal electronic device:

### Teacher

1. The teacher sees the device(s) being used or out in class
2. The teacher explains the **Department for Education's Mobile Phone and Electronic Devices Policy**, and sends the student with their device to the front office
3. **Teacher completes Device Confiscation Record on DAYMAP**
4. Device/s will be available for collection from the Front Office at the end of the day

**If a student refuses to hand in their device(s):**

1. The teacher explains to the student if they do not hand in their device, they will move to the *Escalation of Concerning/Redirected Behaviours*.

2. If the student still refuses, direct the student to the Re-Set Room.
3. YLM will contact parents/caregivers, informing them of a student's defiance to hand the device in.

### YLM, Middle School/Senior School Coordinator

1. Notify parents/caregivers when a student's device has been confiscated.
2. Consequences for repeated device confiscations will escalate as outlined below.

Number of Confiscations	Action	Person Responsible
1	Confiscation is recorded on DAYMAP. Year Level Manager cautions the student.	YLM talks to student YLM contacts home
2	The student is cautioned and instructed to hand up their device(s) to the Front Office for 1 week.	YLM contacts home and talks to student
3	1. The student is issued an All Day Re-Set Room and hands up their device(s) to the front office for 2 weeks 2. EDSAS/DAYMAP updated to reflect ADRR <b>Note:</b> Length of hand-up is dependent on the amount of time between confiscations	YLM talks to the student and contacts home about Re-Set Room. MS/SS contacts if YLM is unavailable
4	1. The student is issued either a second All Day Re-Set Room or external suspension at the discretion of the MS/SS coordinator and Senior Leader. 2. Suspension is added to DAYMAP and EDSAS by the MS/SS coordinator. <b>Note:</b> MS/SS coordinator to take into account the amount of time between confiscations before issuing an external suspension.	MS/SS talks to the student and contacts home about the suspension. Senior Leader contacts if MS/SS coordinator is unavailable.

### **Electronic Devices being used in the yard (phone, iPad, laptop, AirPods):**

#### Teacher

1. The teacher sees the device being used before school, or during recess/lunch.
2. The teacher explains the **Department for Education's Mobile Phone and Electronic Devices Policy** and sends the student with their device to the Front Office.
3. Student will have their device unavailable until the end of the day.
4. Device/s will be available for collection from the Front Office at the end of the day.