



COLLINSVILLE STATE HIGH SCHOOL



ELECTRONIC DEVICES POLICY

For the purposes of this policy, electronic devices include but are not limited to:

- Mobile phone
- Camera
- iPad/Tablet
- iPod
- Blue tooth devices
- Laptop computer

The inappropriate use of electronic devices at school is disruptive to the learning environment and good order and management of the school.

Prior to entering the classroom, all personal electronic devices are to be placed out of sight and on silent. During class or detention, at the individual teacher's discretion, students may be authorised to use a personal electronic device to listen to music.

Students are not permitted to take photographs or recordings at school using an electronic device for safety reasons.

All contact between students and individuals (parent/carer, sibling, other relative, friend) outside of school during school hours must be made through the school office.

In circumstances where the parent/carer needs to be contacted, school personnel will contact the parent/carer.

Parents/carers who need to contact students or leave messages should contact the office.

Where a personal electronic device is found to have been used inappropriately, the following consequences may apply:

First Offence and Second Offence

- Teacher instructs the student to go to the office to hand in the electronic device.
- Teacher contacts the office immediately to inform Administration Officer of the student name and device.
- Administration Officer records student name and device in the register.
- Teacher records the offence in One School and refers it to year level Head of Department.
- Teacher contacts parent/carer to inform them of the offence.
- Teacher issues consequences as appropriate.
- Student collects the device from the school office at the end of the day and signs the register acknowledging that the device has been returned.



COLLINSVILLE STATE HIGH SCHOOL



Third Offence

- Teacher instructs the student to go to the office to hand in the electronic device.
- Teacher contacts the office immediately to inform Administration Officer of the student name and device.
- Administration Officer records student name and device in the register.
- Teacher records the offence in One School and refers it to year level Head of Department.
- Teacher contacts parent/carer to inform them of the offence.
- Head of Department issues an afternoon detention.
- Parent/carer collects the device from the school office at the end of the day and signs the register acknowledging that the device has been returned.

Where a school owned electronic device is found to have been used inappropriately, the following consequences may apply:

First Offence and Second Offence

- Teacher instructs the student to log off and return the electronic device.
- Teacher records the offence in One School and refers it to year level Head of Department,
- Teacher contacts parent/carer to inform them of the offence.

Third Offence

- Teacher instructs the student to log off and return the electronic device.
- Teacher records the offence in One School and refers it to year level Head of Department.
- Teacher contacts parent/carer to inform them of the offence.
- Head of Department removes student ICT privileges for a period of one week.

Any failure to hand over an electronic device when asked or continual inappropriate use will be treated as refusal to follow a reasonable instruction and will be dealt with accordingly through the school's Responsible Behaviour Plan.

If the school becomes aware that an electronic device has been used for cyber-bullying or to capture or distribute images of nudity, violence or malice, appropriate action will be taken in accordance with the school's Responsible Behaviour Plan. Students will be required to remove any material deemed to be offensive from the device, website or social network in the presence of the Principal. Failure to comply with such requests will result in serious disciplinary action in accordance with the school's Responsible Behaviour Plan.

If it is believed that an electronic device has been used in a manner which contravenes legislation, the device may be confiscated by the Principal and handed to police for further investigation.

Students are urged to ensure the security of their personal devices at school, as with other valuables. Personal devices are used at the owner's risk. The school does not accept liability for the loss, theft, or damage to personal devices brought to school.