

Turramurra High School

Student Use of Personal Electronic Digital Devices Procedure



Purpose

This procedure guides student use of personal electronic digital devices and online services at our school. Our 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. Restricting mobile phone use at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, while reducing the potential for online bullying.

Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of personal electronic digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal electronic digital devices and all online services. For these procedures, we define personal electronic digital devices as mobile phones, smart watches and all other associated listening accessories such as but not limited to headphones, earbuds and ear pods.

These procedures should be read in conjunction with Student Use of Mobile Phones in Schools Policy (October 2023).

Laptop and tablet procedures are dealt with in the Turramurra High School Digital Devices Procedures.

The Turramurra High School Approach

All students are expected to follow the “Off and Away” approach from the time they enter the school grounds until they leave the grounds at the end of the day. Mobile phones should be turned off and placed in school bags when entering school. Smart watches must be switched to airplane mode at the school gate. Any student found in breach of these procedures will have their phone confiscated for the rest of the school day for a first offence. Consequences for subsequent confiscations are explained later in this document. Personal Electronic Digital Devices will not be used by students before and after school; during class, recess and lunch; on school grounds or in designated spaces; on excursions and other school events such as camps; on other educational sites; during detentions and exams. The Principal may allow students to use mobile phones in specific circumstances, such as for an educational purpose. Students using devices in this circumstances are subject to the Turramurra High School Digital Devices and Online Services Policy.

Consequences for inappropriate use

Students are expected to follow the mobile phone/personal electronic digital device procedures, having them turned off and in a school bag at all times (on entering the school gate). Students in breach of these procedures will have their mobile phones confiscated for the remainder of the day.

Confiscated devices will be:

- Turned off by the student
- Be clearly marked with the student's name and placed securely at the front office or with the Deputy Principal
- Entered onto a register kept at the front office and in Sentral
- Returned by a Deputy Principal at the conclusion of the school day after the first offence only.

Procedures for collection and return of confiscated phones

First Offence	Device collected by a student from the Deputy Principal.	Parents receive notification of offence with procedures outlined in the event of a second offence.
Second Offence	Device collected by parent from Deputy Principal. Student placed on an After School Detention.	Parent advised that future misdemeanours may result in disciplinary action.
Third Offence	Collected by parent from Deputy Principal. Meeting convened and student may be issued with a Formal Caution.	Parent advised that future incidents will be dealt with by the Principal.

Contact between students and parents and carers during the school day

Should a student need to make a call during the school day, they must:

- approach the administration 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.

Responsibilities and obligations

Supporting students to use digital devices and online services in safe, responsible and respectful ways is a shared responsibility.

For students

- Follow the requirements of the procedures (adhere to the gate-to-gate procedures)
- Hand over the device when requested without argument
- Turn off the device
- Collect the device at the end of the school day from the Deputy Principal (first offence only)

For parents and carers

- Support the school in the implementation of these procedures
- Ensure their child understands the procedures
- Collect phone from the school for multiple offences
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the 2018 School Community Charter.

For teachers

- Support and consistently implement the procedures
- Ensure any devices they confiscate are safely placed at the front office, are clearly marked and entered in the register
- Implement lessons and curriculum as supported by the BYOD policy

For Head Teachers

- Support teachers in consistently implementing the procedures
- Support faculties with the implementation of lessons and curriculum as supported by the BYOD policy

For Deputy Principals

- Support and enforce the implementation of procedures
- Return devices at the end of the day
- Implement further consequences as required following NSW DoE guidelines

For the Principal

- Support the implementation of the procedures
- Make the final decision when implementing the NSW DoE Student Behaviour Procedures as required

For non-teaching staff, volunteers and contractors

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Exemptions

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption and these will be considered on a case-by-case basis and granted at the principal's discretion. Exemptions will be granted in consultation with teachers, students and families, and require an interview and agreed implementation plan, which will be completed during the request for exemption interview. A card stating the conditions of the exemption will be issued to exempt students.

Communicating this procedure to the school community

Students will be informed about this procedure through assemblies, Mana and on Google Classroom. Parents and carers will be advised via email and the school newsletter. This procedure can be accessed electronically via the [school's website](#). A hardcopy can be provided upon request.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's [guide for students/ parents/ carers about making a complaint about our schools](#).

Review

The principal or delegated staff will review this procedure at the conclusion of term 2, 2024 and then annually.

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