



**ALLEGRA SCHOOL COFFS HARBOUR
TECHNOLOGY - DEVICES POLICY**

DEVICES PROCEDURE

This procedure outlines the use of devices by students at Allegra School Coffs Harbour and actions to take following the misuse of such devices.

Studies have shown that:

- there is a direct correlation between the frequent use of mobile devices and increased anxiety and depression,
- smart devices, such as mobile phones, have a negative impact on productivity through distraction, and schools that ban these devices see student engagement increased.

The Allegra School Coffs Harbour determines that devices include, but are not limited to:

- Mobile device(s)
- Smart watches
- Tablet (including, but not limited to, iPad, Samsung Galaxy tablet)
- Gaming devices (including, but not limited to, Nintendo Switch)
- Phablets
- Wearable smart bands
- Earphones
- Headphones
- MP3 players
- Portable and/or compact music devices
- Portable and/or compact video and/or audio recording devices
-

Students will not be permitted to have device(s) at any time while in the school building. Failure to adhere to these expectations will result in the device(s) being confiscated and managed as per agreed procedures as outlined later in this document.

If students require their phone before or after school for a one-off particular purpose* (for example, travelling to a destination other than their usual destination without parent/carer supervision), the following must occur:

- The parent/carer must either write a note or send an email identifying the date, the student, and the reason the student requires their phone to be held at school
- OR
- the parent/carer must phone the school before 9:00 am to identify the student and the reason the student requires their phone to be held at school.

On this occasion, the student must give their phone to the front office before school and provide a note, sent an email, or ensure that their parent/carer has phoned the school prior to the student giving the phone to the office. The student must collect their phone **after** 1:45pm. If the student signs out early, they must collect their phone when they sign out.

* A one-off particular purpose is defined as a singular event that requires a student to have their phone at school for post-school purposes. It is not for recurring days.

Staff

Staff will, at times, need to have a device with them for particular purposes, for example, accessing administrative tools and functions, such as roll marking, accessing learning delivery and management tools, such as Google Drive or Kahoot, to deliver learning experiences or assessments or contacting support in cases of emergency.

Staff are expected to model professional and ethical device use and etiquette while in the workplace.

Parents, carers, and community

Parents, carers, and community members will be able to assist the wellbeing of all students by doing the following:

- Ensure their child(ren) does not bring their device(s) to school.
- Ensure they have spoken with their child about the school's device(s) expectations.

School disciplinary procedures

Device monitoring is the responsibility of all staff members. If a student breaches the expectations and complies with handing over their device to the staff member managing the breach, the following will occur:

- **Breach 1-3:**
 - Staff member completes phone slip for storage, completes Sentral entry, and informs Deputy
 - Student takes device to the Office where it is locked away until the end of the day
 - Deputy speaks with student
- **Breach 4-6:**
 - Staff member completes phone slip for storage, completes Sentral entry, and informs Deputy
 - Student takes device to the Office where it is locked away
 - Deputy speaks with student, contacts parent/carer and inform them they are required to pick up the device from school, and issues **written warning** and completes the confiscation register
 - Student participates in a mandatory meeting/session regarding device-dependence with the SSO
- **Breach 7:**
 - Staff member completes phone slip for storage, completes Sentral entry, and informs Deputy
 - Student takes device to the Office where it is locked away
 - Deputy speaks with student, contacts parent/carer and inform them they are required to pick up the device from school, and completes the confiscation register.
 - Deputy issues student with **short suspension**,
 - Student participates in a mandatory meeting/session regarding device-dependence with the counsellor/SSO as part of the return to school.

If a student breaches the expectations and does not comply with handing over their device to the staff member managing the breach, the following will occur:

- **Breach 1:**
 - Staff member completes phone slip for storage, completes Sentral entry, and informs Deputy
 - Deputy speaks with student, contacts parent/carer and inform them they are required to pick up the device from school, and issues **written warning** and completes the confiscation register
 - Student participates in a mandatory meeting/session regarding device-dependence with the SSO
- **Breach 2:**
 - Staff member completes phone slip for storage, completes Sentral entry, and informs Deputy

- Deputy speaks with student, contacts parent/carer and informs them they are required to pick up the device from school, and completes the confiscation register.
- Deputy issues student with **short suspension**,
- Student participates in a mandatory meeting/session regarding device-dependence with the counsellor/SSO as part of the return to school.

Continued breaches will result in escalation in the school disciplinary procedures.