

# Meridan State College

## Mobile Phone Procedure



### **PURPOSE**

To create a phone-free learning environment at Meridan State College.

### **SCOPE**

In line with Queensland Department of Education regulations, mobile phones and personal electronic devices must be switched off and put away from the moment students enter the school grounds and remain away for the entire school day unless a staff member has given explicit permission for educational use.

Students bring mobile phones or devices to school at their own risk. Devices may only be accessed before arriving on campus or after leaving. If a student uses a device without permission while on school grounds, the device may be confiscated and secured until it can be collected in accordance with school procedures.

This policy supports productive learning, reduces distractions, and helps maintain a respectful and connected school culture. We appreciate the cooperation of students, parents and carers in upholding these expectations.

### **WHEN A PHONE IS SIGHTED BY STAFF**

#### **DURING CLASS**

The teacher will instruct the student to take the phone to Client Services. Students will return to the classroom with a receipt from Client Services showing that they have handed over their device.

As with all behaviour incidences, staff will record this on OneSchool referring the incident to the Year Level Coordinator and Year Level HODs.

#### **DURING BREAKS**

The teacher will take the name and year level of the student, instruct the student to take the phone to Client Services, and record the behaviour on OneSchool referring the incident to the Year Level Coordinator and Year Level HODs.

Students that fail to surrender their phone to Client Services when requested, have escalated the behaviour issue by failing to follow staff instructions, in addition to being non-compliant to the College phone procedure.

This constitutes a major behaviour incident; and will be followed up according to the Behaviour Management Flowchart.

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### **EXCURSIONS**

Excursions are a school activity therefore mobile phones are not to be permitted. If it is decided by the HOD that phones are permitted it will be communicated via the excursion note. Decisions regarding phone access will be made considering the age, location, length and nature of the excursion.

### **REASONS FOR PHONE ACCESS DURING THE DAY**

#### **APPROVED LEARNING ACTIVITIES**

From time to time there may be cause for some classes to access phones for specific learning activities. In these cases, teachers seek approval from the Curriculum Head prior to the activity.. Once the learning experience is completed, the teacher will check students have switched off their phone and put them away

Note, a phone is not a suitable BYOD. Students will not be able to unlock their phone in class to access Canvas, the internet or to conduct general research.

#### **GUIDANCE OFFICER AND SCHOOL NURSE**

During sessions with the guidance officer or school nurse, it may become necessary for a student to contact others. For this reason, these staff members have unlocking devices. However, these are not available for general use during breaks just to check messages.

#### **PARENT CONTACT DURING THE DAY**

**Students requiring parent/carer contact:** Students who need to contact parents or carers during the school day, must approach Client Services during a break and ask for staff to contact their parent/carer on their behalf.

**Parents requiring early student pick-up:** During school hours, parents and carers are expected to only contact their children via the school's phone contact. Should a student need to be collected during the day, this should occur at a break and where possible be pre-arranged with the student and by contacting the school to note the break. Students are to be signed out via Client Services at the allocated break. If an un-scheduled collection is required, parents/carers should contact the school and the student will be called by Client Services.

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### **CONSEQUENCES FOR INAPPROPRIATE USE**

If a student does not comply with the school policy, the Principal or other delegated staff may impose the following actions and/or consequences:

- Temporary removal of student property (the device) as per school policy. The device may be returned to the student or alternatively directly to the parent.
- Withdrawing the permission to bring a phone or other electronic device to school
- Lunch or after-school reflection
- Prevent the student from attending or participating in, any school activity that, in the reasonable opinion of the Principal or delegate, is not part of the essential educational program of the school
- An internal withdrawal from classes
- Suspension
- Exclusion

\*\*Where there is suspected illegal activity or conduct, Meridan SC may notify the Queensland Police Service and the Cybersafety Ombudsman.

### **WHAT HAPPENS TO PHONES HANDED IN TO CLIENT SERVICES**

1<sup>st</sup> occurrence: Student collects the phone at the end of the day from Client Services. Text notification will be sent home.

2<sup>nd</sup> occurrence: Student collects the phone at the end of the day from Client Services. Text notification will be sent home and YLC will contact home to organise an afterschool reflection.

3<sup>rd</sup> occurrence: Student collects the phone at the end of the day from Executive Office. Text notification will be sent home, and Deputy Principal will contact home to organise an afterschool reflection and discuss ongoing non-compliance. Refusal to follow instruction may result in School Disciplinary Absence.

Where contact cannot be made with the parent or guardian the phone will be released to the student no earlier than 3:00pm or a pre-organised sign out time.

### **PHONE ACCESSORIES, EARPHONES AND WATCHES**

All technology devices that are not part of the BYOD framework are banned from school.

This includes Airbuds or pods which are easily lost or stolen; and may link to a phone when it is not turned off. When sighted, these devices will be acted on in the same manner as mobile phones and handed into to Client Services. It is a requirement that students have corded earphones which attach directly to their BYOD. This is a requirement for online exams such as NAPLAN and senior exams and is also needed when accessing media in class for learning.

Students found using their smart watch for any purpose other than those on a standard functional watch, will be asked to hand it to Client Services as per the phone policy