



The Forest High School

## Student Use of Digital Devices and Online Services Procedure

### **Purpose**

This procedure guides student use of 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.

### **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 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 digital devices and all online services.

### **Our School's Approach**

#### ***No smart phone devices – Years 7-10***

Device must not be seen on school grounds. It must be switched OFF and remain in that mode unless the teacher gives specific permission to use the device. Device should be kept out of sight and secure in the student's bag. Students not using their device appropriately will be instructed to hand the device over to the teacher. If a device is seen, it will be confiscated immediately and taken to the front office. The device will then be required to be picked up by parent/carer. Devices must only be used prior to entering the school and once leaving the school grounds. Devices are NOT to be used during break times.

### ***Yondr Pouches – Years 7-10***

- Mobile Phones are not to be used during school hours. At the beginning of the school year, every student will be assigned a personal Yondr Pouch with their name on it, like being assigned a textbook. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their own pouch with them to school every day.
- All Mobile/electronic devices (including earphones) must be switched off or on Airplane mode and placed in the Yondr pouch on arrival at school. They may be turned on as the student exits school for the day.
- No device that is without its Yondr Pouch will be permitted on school grounds once a student is on site. Student Yondr Pouches should be closed and always locked, except when adding or removing their devices at the beginning and end of the school day.

### ***Yondr Pouches Process:***

#### **School Entrance/s: As students enter the school gates, they will:**

1. Turn their phone off or put into AIRPLANE mode and place any AirPods, ear buds in their bags.
2. Unlock their empty Yondr Pouch using an unlocking base at the school's entrance(s).
3. Place their phone inside the pouch, securely close it and store in their school bag.

Each student will maintain possession of their mobile phone inside their Yondr Pouch for the duration of the school day.

#### **School Exit: As students exit the school at the end of the school day, they will:**

1. Unlock their pouch using an unlocking base at a school exit(s).
2. Remove their phone from their pouch.
3. Securely close their empty pouch and place it in their backpack for the next day.
4. Note – unlocking stations will be available to students waiting for buses under the COLA and at exit points.

### **Students in Years 11 and 12**

Mobile phones are not to be seen in class unless permission has been given by the classroom teacher. Students in Years 11 and 12 can have access to their phones during break times. Students who are on their phones without permission may be asked to hand their phone to the teacher at the beginning of a lesson or to a Deputy principal where there is repeated use.

### **Library**

Students in Years 7-10 will not be able to access their phones in this space. Senior students can access phone in the senior study area ONLY.

## **Exemptions**

An exemption from parts of this policy or the school procedure can be requested from the Principal by parents, carers, school counsellors and other student support staff, and, if required, students themselves. This may cover times when or places where use would otherwise be restricted. Except where required by law, the School Principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions apply. The exemption may be ongoing or for a certain time period.

## ***Medical Use***

In exceptional circumstances, a student may be required by a physician to have an electronic device available so that they can self-monitor a condition, e.g., diabetes. Where alternatives are not available, specific medical usage may be facilitated at school. Such need will be determined on a case by case basis and will form a part of that student's individualised Health Care Plan (HCP).

## ***Excursions***

Phones are an important safety device. Phones are not to be used while on excursions except for emergency unless directed by the supervising staff member. Where this instruction is not given, any use of phones will be considered a breach of the policy and actions outlined below may take place.

## **Consequences for inappropriate use (Years 7-10)**

### ***When a device is sighted by staff:***

- If a device is sighted during the school day, an incident will be recorded on Sentral and a Deputy Principal will collect the device.
- The Deputy Principal will contact the parent/carers and arrange for the device to be collected. If a parent/carers cannot come to collect the phone it will be kept in the school lock up until it can be collected.
- Consult [Legal Issues Bulletins 8, 35 and 56 regarding liabilities that arise when student property is confiscated](#). For staff, the Code of Conduct and DoE disciplinary procedures will be followed, as required.

### ***What happens to confiscated devices?***

Devices are considered the property of parents/carers and are placed in the Principal's Office. Parents/carers will be contacted by the Deputy Principal when students have breached the Policy and had their phone confiscated. Parents/carers will be informed of the consequence. Students who are caught on their phone on two occasions in one term will be issued a Formal Caution. Further phone use may lead to a suspension from school.

Students who use devices to send, download or receive abusive, threatening, or inappropriate content may be referred to the police and parents contacted.

## **Contact between students and parents and carers during the school day**

Should a student need to contact a parent/carers during the school day, they must approach the administration office and ask for permission to use the school's phone.

During school hours, parents/carers are expected to only contact their children via the school office on 02 9451 5111.

## **Responsibilities and Obligations**

### **For students**

- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the [Behaviour Code for Students](#).

### **For parents and carers**

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible, and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.
- Agree that if your child/children bring a device to school and this is confiscated, you will make all arrangements to attend the front office to collect your child/children's device.

### **For the Principal and teachers**

- Model appropriate use of digital devices and online services in line with [departmental policy](#).
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes: reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the [Incident Notification and Response Policy and Procedures](#) and consider any mandatory reporting requirements; working with the department and the Office of the [eSafety Commissioner](#) (if necessary) to resolve cases of serious online bullying and image-based abuse; and following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.

- If feasible and particularly as issues emerge, support parents/carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.

#### **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.

#### **Communicating this procedure to the school community**

##### **Students:**

- The school procedure will be discussed at a whole-school assembly.
- Classroom teachers will inform their students about this new procedure.
- The school procedure will be placed in the newsletter each term.

##### **Review**

The Principal or delegated staff will review this procedure annually.