

# Electronic Communications Devices Policy and Procedures

## Code of Practice

Electronic Communication Devices (ECD's) such as mobile phones, smartwatches, and other personal music or communication devices should not impact on teaching and learning:

1. **At school** all ECD's must be **turned off and placed away, out of sight, as soon as students enter school grounds**. Students are not permitted to use their devices anywhere in the school.
2. Students are not permitted to use headphones including AirPods, whilst on school grounds, unless instructed by the teacher.
3. No ECD use is permitted in the canteen. Students must use a card or cash to pay.
4. Under no circumstances should ECD's be used or in the student's possession during examinations or formal assessment tasks. This will result in malpractice.
5. ECD's should not be used at excursion venues unless explicit permission is given ahead of time by the organising teacher.
6. If these items are brought to school, the safekeeping and security of each item is the responsibility of the owner, not the school.
7. If parents need to contact students they are to phone the school on 4229 6844. Students must not use their ECD's to contact parents during school hours. In an emergency, students can gain access to a phone by asking a member of staff.
8. Students bringing BYOD's\* to school are **NOT PERMITTED** to use their devices to play games at any time, including at recess and lunch times.

## Consequences of Inappropriate Use of Telecommunication Devices

The following consequences may be put in place as a result of inappropriate use of communication devices:

1. ECD's will be confiscated from individual students and taken to the front office for collection at the end of the day. This will be recorded on Millennium. On the third occasion, a student has their ECD confiscated, parents may be required to come to the school to collect the phone.
2. Students who continue to breach the Code of Practice may be deemed to be exhibiting behaviours of concern under the Department of Education Behaviour Code for students outlined in the Inclusive Education Policy. This may lead to suspension from school.

At Wollongong High School of the Performing Arts the following flow chart will be put into practice if a student is caught with an ECD, at school.

Step 1: Teacher will confiscate ECD and take it to the office where it will be stored until the conclusion of the day.

Step 2: If a student refuses a request to hand over an ECD, the teacher will send the student to the Deputy Principal and the School Discipline Policy will be followed.

Step 3: The front office SASS Team will run a weekly report and provide information about ECD misuse to the Deputy Principals.

Step 4: If a student has had their phone confiscated twice (x2) in a week, the student will be placed on DP Monitoring and parents/carers will be notified.

Step 5: Any further infringement of the policy may require a parent/carer to come to the school to pick up the phone.

In addition, students should note:

If a student continues to refuse to follow instructions and uphold Wollongong High School of the Performing Arts Policy and Procedures, they may be issued with a formal caution or suspension.

Any student sighted with an ECD, whether they are actively using it or not, will be required to comply with teacher requests.

Students will not be prevented from communicating with parents/carers, however, any student needing to contact a family member is encouraged to see a teacher or office staff who will be able to arrange this.

Students who do require the use of an ECD due to exceptional circumstances must gain permission from a Deputy Principal. The student will be issued with an ECD pass that they can show teachers. Please note that these will only be provided in highly extenuating circumstances.

\*BYOD's refers to a student's laptop computer. See existing policy regarding appropriate BYOD use.

**This procedure was ratified by the P & C August 2023**