



# SPRINGFIELD LAKES STATE SCHOOL

## PROCEDURES FOR MANAGING ELECTRONIC DEVICES

### RATIONALE

In a world that is increasingly connected, Springfield Lakes State School takes a pro-active approach to ensuring students are taught about the appropriate and safe use of personal technologies. This is done through curriculum programs, policies, and procedures. The focus on personal responsibility around appropriate and safe use of these technologies is considered central to embracing our sense of community while at school. These procedures have been established to maintain cooperative, peaceful and respectful learning environments for all reflective of our key values.

Springfield Lakes State School has a policy of no mobile phones/electronic devices (including headphones) in classrooms, the playground as well as the transition to and from school . This does not include Laptops / Computers, as these come under the Springfield Lakes State School Acceptable Use Policy. If a parent needs to contact a student during the school day, they are able to contact the office and a message will be forwarded onto the student directly. It is understood that students may need a mobile phone before or after school for safety purposes and on these occasions; mobile phones, including smart watches should be left at the school office before class starts and then collected again at the end of the school day. This way the security of the device can be guaranteed.

### SCHOOL EXPECTATIONS:

Upon arriving at school, students must sign in their devices at the office upon arrival at school where they will be safely secured. This will reduce the risk of theft, damage and /or loss.

When students are walking around the school all communication and electronic devices (including earphones and communication watches) are required to be in school bags.

Earphones are not part of the school uniform and are not to be visible. Earphones are not to be stored in pockets or under shirts.

Students may use electronic devices under the strict supervision of a teacher in the classroom if they are used for educational purposes.

Some students may be granted special consideration allowing them to use these devices in the classroom to support their education; however, they must respect the associated rules and conditions and will not take such devices into the playground.

### PROCEDURES FOR MANAGING ELECTRONIC DEVICES IN SCHOOL

***When mobile devices are out of bags prior to and after school and/or not signed into administration daily:***

#### FIRST OFFENCE:

The item will be confiscated by the teacher and sent to administration for the remainder of the day. The student will be asked to place the device in an envelope / snap lock bag and label it. The student can collect the item at the end of the school day from Administration. An email is sent home to parent/s by

Administration staff to advise. This contact recorded on One School. No behaviour infringement will be recorded as this will be seen as an opportunity for children who genuinely forget to check in their device.

### **SECOND OFFENCE:**

The electronic device will be confiscated by the teacher and sent to Administration for the rest of the day. The student will be asked to place the device in an envelope / snap lock bag and it will be labelled. The item can be collected from Administration by the end of the school day. An email is sent home by Administration Staff to inform parent/s of the second offence. This contact recorded on One School. A minor behavior will be recorded.

### **REPEATED OFFENCES:**

Repeated offences will be referred to the administration and will result in the recording of a major behavior and possible consequences as determined appropriate for failure to comply with school rules, failure to follow a reasonable instruction and for disturbing the learning of others. Parents will be contacted by Administration and recorded on OneSchool.

### **PROCEDURES – IN PLAYGROUND:**

Electronic devices must not be taken into the playground. If the student is found using an electronic device in the school grounds they will have the device confiscated by the teacher and the student will have to collect the item from Administration at the end of the school day. Refusal to comply will result in a direct major referral to the administration. An email is sent home by Administration to the parent/s to inform them of the incident and possible consequences. Contact and outcomes will be entered On One School

### **REPEATED OFFENCES – IN PLAYGROUND**

Continued non- compliance will result in in the recording of a major behavior for refusal to comply as indicated in the classroom procedures section of this document.

