



**Aunty Agnes Shea**

HIGH SCHOOL

WALKING TOGETHER, SHAPING TOMORROW

## Mobile Phone and Personal Electronic Device Policy



**Help for non-English speakers.**

If you need help to understand the information in this policy, please contact Aunty Agnes Shea High School Front Office 02 61 424250.

### Purpose

This policy outlines the requirements relating to student use of mobile phones and Chromebooks during school hours. It is consistent with the Directorate's *Personal Use of Communication Devices in ACT Public Schools Policy*.

At Aunty Agnes Shea School we support people's right to learn and teach in an environment free of distractions, where face to face interactions and non-digital forms of learning are valued.

We value the importance of face to face social interaction, physical activity and connecting to school through the participation in extracurricular activities. Aunty Agnes Shea School recognises the need for students to have time away from screens and electronic devices, including Chromebooks. Recess and lunch breaks are set aside for this explicit purpose. A wide variety of extracurricular activities are provided for students to promote positive connection and social interactions during break times.

### Appropriate use of mobile phones and PEDs

- At Aunty Agnes Shea High School we say ***School zone, No phones!***
- As outlined in ACT Education Directorate Policy "*Students in Year 7-10 at ACT public schools may not use or access personal communications devices at school, including recess and lunch, or during school authorised events unless the school principal has approved a formal or specific exemption.*"
- At Aunty Agnes Shea High School "*at school*" means on school grounds between the hours of 8.30am and 3.00pm, Monday – Friday.
- Furthermore, this applies to recess and lunchtimes, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students, such as excursions and camps.
- Students are strongly encouraged to leave their phones and other personal devices at home.
- It is acknowledged that some students will need their phones or other personal devices immediately before and after school to help them get to and from school safely. In these circumstances, mobile phones must be in student bags and switched off until the end of the school day.
- Contact by/with parents and carers during the school day is to be made via the Front Office staff. This ensures that students will be reached quickly and that appropriate procedures will be followed.

- The school does not accept liability in the event of loss, theft or damage of a phone or accessories.
- Teachers may be required to use their phone in class due to an emergency or a work issue. The rights and responsibilities of staff are different to students. Despite this, staff are encouraged to model good practice and appropriate use of phones when at school.
- Headphones are to be in bags and switched off unless specific permission is given by the classroom teacher. In this circumstance they are to be connected to the Department issued Chromebook.
- Other devices connected to mobile phones (e.g., smart watches or gaming devices) must not be used for communication purposes (talking or messaging) at any time, while “at school.”

#### Procedures if a mobile phone or PED is used inappropriately:

- Where a mobile phone is seen by a staff member, the staff member will inform the student that they need to hand over their phone and it will be taken to the front office.
- The phone will be stored securely in the front office for the remainder of the day.
- If the student refuses to hand over the phone, the staff member will refer to an Executive or other teacher. The phone will be confiscated and placed at the front office for the remainder of the day. In the case of non-compliance, the Executive will inform the student that student management procedures will be followed.
- If a student refuses to follow the teacher’s instructions, the behaviour will be dealt with as noncompliance. Any additional consequences will be in line with Aunty Agnes Shea High School sequence of student support.
- Repeated infringements, twice in a term, will require the student and parents/carers to meet with a member of the school leadership team to determine a suitable management plan.

#### Exemptions for mobile phones or PED

An exemption can be requested and must be approved by the school principal or delegate. An exemption can be requested if a student needs their device/assistive technology:

- to manage or monitor a medical condition.
- to help meet caring or family responsibilities.

An exemption application form must be completed and is available on the Education Directorate website. An exemption request will only be approved if sufficient supporting evidence is provided, for example, from a treating general practitioner.

Name	Mobile Phone and Personal Electronic Device Policy
Current Version	August 2024
Date for review	August 2025
Sub-Program/Area	Student Wellbeing

