Policy Implementation Procedures

Student is in breach of the policy

Classroom

- Teacher requests device from student.
- Teacher places device in confiscation envelope with student details.
- Teacher sends SMS to Student Services with teacher's name and room number for collection.
- Student advised they can collect device from Student Services at the end of the day.
- A SENTRAL entry created for the student by the teacher.
- If it is during the last period of the day the teacher returns the device to the student at the end of the lesson and adds a SENTRAL notification for follow-up by Deputy Principal.

Playground

- Teacher requests device from student.
- Teacher receives the device (do not leave it unattended) and organises delivery to Student Services by dropping it off at the end of the break.
- A Sentral entry created for the student by the teacher.

Sport / Event

- Teacher requests device from student.
- Teacher retains the device until the end of the event and then returns it to the student.
- A SENTRAL entry created by the teacher and a notification for follow-up sent to the Deputy Principal.

Student refuses to comply Student refuses to hand the device to the teacher.

Classroom

- Student informed the incident will be followed up by the Deputy Principal and the teacher continues the lesson.
- SMS sent to Deputy Principal for follow-up and a SENTRAL entry created by the teacher.
- SENTRAL entry updated for the student by the Deputy Principal.

Playground / Sport / Event

- Student informed the incident will be followed up by the Deputy Principal.
- SMS sent to Deputy Principal and supervision to continue.
- SENTRAL entry updated for the student by the Deputy Principal.

Student Services Office

- Collect device from classroom in envelope with student's details. Device securely stored until the end of the school day and then returned to student at Student Services Office.
- Check SENTRAL for number of incidences and if up to and including 3 incidences in the current term an SMS message is sent to parent/caregiver that the device has been confiscated until the end of the school day.
- Notify Deputy Principal if more than 3 incidences occur in the current term for direct follow-up and contact with parent/caregiver (do not send an SMS).

Compliance concern

- Deputy Principal contacts parent/caregiver directly and a plan for the student to meet the expectations of the school created. This may include:
 - Hand in device every morning.
 - Place device in a locked pouch every morning.
 - \circ $\,$ Leave device at home.
- Further strategies will be outlined with parent/carergiver to curb behaviour.

Mobile Phones & Non-Educational Electronic Devices Policy

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