

# TRAFALGAR HIGH SCHOOL

## ELECTRONIC DEVICES POLICY



### **Rationale**

In an attempt to provide an environment that fosters and supports learning and the exchange of ideas, Trafalgar High School has found that the presence of personal electronic devices in the classroom makes it necessary to address the acceptable use of these devices in the classroom.

Using an electronic device for activities that are not related to the task assigned by the classroom teacher distracts the student using the device, other students in the classroom and the teacher. Also, the usage is seen as disrespectful to all who are engaged in the learning process. The quality of learning suffers when these distractions occur.

### **Purpose**

To regulate the use of electronic devices in the classroom.

### **Guidelines**

- Electronic devices, including, but not limited to, mobile electronic devices, laptops and netbooks, are not to be used during class unless the teacher authorises their usage for a class-related purpose. In particular, students should have their mobile electronic devices switched off and out of sight during classes. The use of an electronic device should always be endorsed by the classroom teacher. It is important that students display courtesy, consideration and respect for others whenever they are using an electronic device.
- There are times when it is genuinely appropriate and beneficial for students to have access to a mobile electronic device; In the case of an emergency, contact from home should always be made via the main office so that a staff member is able to go to the relevant classroom and unobtrusively inform the teacher for the need for the student to leave the classroom without disturbing the learning of others and with the necessary support.
- Students with disabilities, or exceptional needs, who require electronic devices for their day-to-day functioning in the classroom, are to co-ordinate the use of electronic devices during classroom sessions with their classroom teacher, year level co-ordinator and sub-school leader.
- The policy applies to students during school excursions, camps and extra-curricular activities.
- Phones with cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in the classroom, change rooms or toilets. Appropriate action will be taken against any student who photographs or films other individuals without their consent or who sends harassing or threatening messages.
- Mobile electronic devices are not to be used for recording conversations within the school grounds.

- It is a breach of VCAA examination conditions to have mobile electronic devices in the VCE exams and GAT examination centre. Disciplinary action will be taken against any student/s found to have a mobile electronic device in exams or assessments, unless special provision has been granted.
- Students should ensure that their electronic devices are always stored in a safe and secure place; preferably in a locker that is locked. Students bring devices to school at own risk.
- The school does not hold insurance for personal property brought to schools and will not pay for any loss or damage to such property. Staff and students should be discouraged from bringing any unnecessary or particularly valuable items to school.

Please see the attached Appendix for consequences and teacher actions for breaches of this policy.

## Appendix 1:           Trafalgar High School – Electronic Device Policy

Electronic Devices in Class	Consequences	Teacher action
<p>If electronic device is used without prior permission(including mobile phone being seen or heard)</p> <p>Electronic devices may not be used for any function (unless prior permission has been given by classroom teacher), for example:</p> <ul style="list-style-type: none"> <li>Calling</li> <li>Texting (SMS)</li> <li>Clock</li> <li>Calculator</li> <li>Music player</li> <li>Camera</li> <li>Video</li> <li>Alarm</li> <li>Timetable</li> <li>Diary</li> </ul> <p>Class time refers to regular school lessons, meetings, assemblies, or similar organised activities.</p> <p>The current PE policy of collecting electronic devices and locking them in the ECA office for the duration of the class may still occur under this policy, to ensure their safe keeping. (This may also occur in other classrooms at the teacher discretion)</p> <p>Electronic devices may only be used when special permission is granted by the teacher in charge.</p> <p>If electronic devices are used in a way that breaches either the bullying or privacy policies, refer to those policies for direction.</p> <p>In order to reinforce this behaviour, staff are also expected to comply with the same guidelines regarding their electronic device use. There will be a complaint process for students if this policy is not adhered to. A complaint form may be filled out by a student and will be dealt with by a member of the Principal Class.</p>	<p><u>1<sup>st</sup> Offence:</u> Electronic device is confiscated until the end of the day</p> <p><u>2<sup>nd</sup> Offence:</u> Electronic device is confiscated until end of day. Parents are contacted by the Year Level Coordinator, and student receives an after school detention (from 3:30-4:15pm on an arranged day).</p> <p><u>3<sup>rd</sup> and Future Offences:</u> Electronic device is confiscated until end of day. Parents are contacted by the Year Level Coordinator, and student receives a one-day in-school suspension.</p> <p><u>Student refuses to hand electronic device over to classroom teacher:</u> If electronic device is handed over to YLC or principal class then Electronic device is confiscated until end of day. Parents are contacted by the Year Level Coordinator, and student receives an after-school detention (from 3:30-4:15pm on an arranged day).</p> <p><u>Student refuses to hand electronic device over to YLC or principal class:</u> Parents are contacted to pick up their child from school immediately.</p>	<p>Teacher takes electronic device to the office at end of lesson. If this is not possible, then teacher brings the phone to the earliest possible time. Teacher attaches a phone receipt with the students name to the device. Students can collect their electronic devise from the office at the end of the day, unless permission is granted for earlier release from teacher. Teacher is then to report confiscation of phone on Compass, where a tally of confiscations are noted.</p> <p>As above. Year Level Coordinators to make contact with parents following the offence.</p> <p>As above. Year Level Coordinators to make contact with parents following the offence.</p> <p>Classroom teacher exits the student. Exit teacher, YLC or member of Principal Class requests electronic device. Other processes as above. Year Level Coordinators to make contact with parents following the offence.</p> <p>Classroom teacher exits the student. Exit teacher, YLC or member of Principal Class requests electronic device. YLC or principal class make contact with parents following the offence. (If the student cannot be collected by parents, student will be treated as though they are in an in-school suspension.)</p>

