1. Purpose

1.1 Gilgandra High School and its community believe that all students will have positive learning outcomes in an environment that values lifelong learning and creates opportunities for success. All students will access productive and fulfilling pathways to employment. All students will develop mental, emotional and physical resilience. To achieve this we will create Safe, Respectful Classrooms where productive learning is the focus by staff and students at all times.

2. Aim

2.1 To create a climate in every classroom which will enable each student to succeed to their potential through quality teaching which recognises the individual needs of students.

2.2 To develop an engaging curriculum which relates to the local community, connects student learning and allows students to learn through the selective, relevant and informed use of technology to connect to the world learning community.

2.3 To provide a program where all students have access to the technology as required to build their literacy and numeracy skills in order to become successful, creative individuals.

2.4 To educate students how to be critical and analytical users of technology, and responsible digital citizens who access social media for positive reasons.

2.5 To educate students about the hazards of misuse of social media and technology and the long term effects it may have on their lives.

2.6 To ensure technology is regarded as a learning tool to promote achievement and or effective, positive communication with the local community.

3. Responsibility

3.1 The procedures in this policy applying to the use of mobile phones apply equally to the use of tablets, laptops, portable computer games, iPods and similar devices.

3.2 All students bringing a phone to school have a responsibility to follow this policy. All staff have a responsibility to follow this policy consistently in all areas.

3.3 Parents should know if their child has a phone at school. Current mobile technology can be quite expensive and requires a great deal of responsibility. It is encouraged that the whereabouts and use of these devices is monitored.

3.4 Students and parents should be aware that mobile phones are brought to school at their own risk. The owner of the phone has full responsibility for the safety and security of their personal possessions while on school premises, at school related events, or travelling to or from school. The school will not accept any responsibility for loss or damage to a student phone. The school may assist with the recovery of the device or may involve the local police and parents.
3.5 If a phone (or other mobile digital device) is found on school grounds (or at a school event) it should be given to a member of staff or handed into the front office. The device can be collected from the front office by the owner.

3.6 The owner of the phone is responsible if someone accesses the content in their phone without permission.

3.7 It is strongly recommended that a passcode be used on a phone. This will deny access to anyone who is unauthorised to use that device.

4. **Playground**

4.1 Appropriate use of a phone in the playground includes:
   a. Checking the time, date, diary or calendar.
   b. Listening to music using headphones. Using external speakers is not permitted.
   c. Sending messages to people inside or outside the school using SMS or a social media service (eg Facebook).
   d. Viewing appropriate internet sites.
   e. Using appropriate apps including games and photo galleries.
   f. Not using the phone while being spoken to by a member of staff.

4.2 Students are not to accept or make phone calls in the playground. Any phonecalls that need to be made are to occur under the direct supervision of a teacher or office staff.

4.3 Photographs or video are not to be taken in the school playground or at a school. Taking photographs or video of people at school without their approval is an offence.

4.4 Students have a responsibility to let teachers know if phones are being used for the purpose of bullying or accessing inappropriate material.

4.5 A staff member has the right to check the content being accessed on a phone if they believe it is inappropriate. This is to be done in the direct presence of the student.

4.6 If a student is unwell they should contact the office before contacting parents. A student cannot leave the school grounds until the office staff get permission from a parent/guardian.

4.7 Inappropriate phone use in the playground includes:
   a. Bullying or harassing of anyone inside or outside of the school
   b. Taking photos or video in the playground
   c. The filming of fights or other criminal activity
   d. Accessing, distributing or showing inappropriate or illegal material
   e. Listening to music through an external speaker
   f. Use that is in breach of any law.
5. Classroom

5.1 In this policy a classroom is defined as ‘any place where directed learning or educational activity is occurring’. This includes general classrooms, specialist classrooms, the school library, the agriculture plot, sport and PE classes, sporting venues away from school, industry visits, swimming/sports carnivals, camp activities and excursions.

5.2 Students have a responsibility to be committed to their own learning, to not interfere with the learning of others, and to support a safe learning environment where all can achieve. Phones are not to be the cause of distraction in a classroom environment.

5.3 Students are able to use a mobile device in class only with the direct permission of the staff member responsible for that lesson. No pressure is to be placed on staff to agree.

5.4 Students are to understand that different teachers may allow differing use of a phone in a classroom. This may be due to classroom structure or safety concerns. Students are to abide by teacher directions relating to the use of phones in the classroom.

5.5 Staff are to ensure that technology is only being used in classes as a programmed part of a carefully developed program of study which caters for the needs of students.

5.6 Students are not to accept or make phone calls or messages during class. If an emergency exists, parents should talk to the Deputy or Principal to make arrangements.

5.7 Staff undertake not to use devices while they have direct supervision requirements for students, unless as part of the classroom regime, or prearranged with the executive.

5.8 A ‘phone bucket’ may be used as a strategy to support a positive learning environment in the classroom. Participation in this system can be instigated at the direction of individual teachers and their class management requirements.

6. Action for inappropriate use

6.1 The following process is to be put in place for students who fail to follow this policy in any school situation:

I. First misuse – phone is to be put away immediately

II. Second misuse – phone is to be given to teacher until end of lesson
   (Sentral report is to be made by supervising teacher. If student fails to follow this direction a detention can be given)

III. Third misuse – phone is kept with Principal until the end of the day
    (Parental contact will be made)

6.2 If students use mobile phones inappropriately, the Principal or delegate has the right to take action. Depending on the circumstances action may include:
a. Confiscating mobile phones from individual students
b. Requiring students to hand in their mobile phones to designated school staff at the beginning of the school day for collection when students go home
c. Applying student disciplinary provisions
d. Reporting the matter to the police.

6.3 Phones will be immediately confiscated if they are used illegally, or if the breach is of a serious nature.

6.4 Repeated refusals will be considered as consistent disobedience and a suspension may result under the Student Discipline and Welfare policy issued by the DEC and school processes.

7. Evaluation:

This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council on ....

Signatures:

Student leaders: ________________________________

AECG representative: ________________________________

SRC representatives: ________________________________

Staff Representative ________________________________

School Council President: ________________________________