



Comet Bay College

Seek Excellence



STUDENT USE OF TECHNOLOGY POLICY





STUDENT USE OF TECHNOLOGY POLICY

The use of mobile phones and devices when not in direct support of education can be a potential learning distraction for students. Therefore, the use of mobile phones (including smart watches) and any listening accessories such as headphones, earbuds/AirPods are not permitted at Comet Bay College.

POLICY

- Comet Bay College staff have the responsibility to ensure a safe and engaging learning environment, free from the distraction created by mobile phones and other electronic devices.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school or while on school grounds.
- Any student who needs to contact home and make arrangements to leave, must arrange this through the Health Centre or Student Support.

EXPECTATIONS

- Mobile phones/earbuds/AirPods should be "off and away all day". This includes before school and at break times.
- All smart watches must be on 'airplane mode' so phone calls and messages cannot be sent or received during the school day.

NOT MEETING EXPECTATIONS

- When a student is found to be using a mobile phone during the school day they will be provided with one opportunity to use safe storage for a defined period of time (eg. till the end of the lesson)
- If students refuse safe storage, they will be provided with a locked storage pouch for the remainder of the day.
- Students going to the toilet during class time, must put their phone in safe storage. Phone usage on school grounds during class time, will be immediate locked storage.
- Locked storage pouches can be unlocked at learning area offices and student support at the end of the day.

REFUSAL

- If a student refuses locked storage with the Learning Area Dean/Learning Area Associate Dean, they will place the student on Learning Area In-School Withdrawal for not following fair and reasonable instructions of both the classroom teacher and the Dean and the phone will still be required to go into locked storage.
- If the student makes the choice to not attend In-School Withdrawal, then the Learning Area Dean/Learning Area Associate will refer the student to the relevant Year Coordinator of Student Support who will then contact parents to collect the student and further disciplinary action will be considered.
- If a student makes a choice to not be compliant with phone expectations and instructions given by staff during break times, the student will be referred to the relevant Year Coordinator of Student Support.



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EXEMPTIONS

- Specific educational purposes as directed by classroom teacher (for example, excursions)
- As part of a school approved document (for example, health care plan, mental health plan). Parents are advised that more information about specific requirements to meet criteria for exemptions can be found in the *"Letter regarding exemptions for Parents and Health Professionals"*
- Canteen to pay for food (once the student has entered the glass doors inside the canteen)

STUDENT RESPONSIBILITIES

- Ensure that if you choose to bring a mobile phone to school that you personally take responsibility for its security.
- Put smart watches on airplane mode at the start of the day.
- Put earbuds/AirPods in your school bag at the start of the day .
- Any student, who needs to go home, must arrange this through the Health Centre or Student Support.
- Students should only engage in positive interactions with peers over social media.
- Understand that using a mobile phone to bully and threaten other students is unacceptable and will not be tolerated.

PARENT / CARER RESPONSIBILITIES

- Ensure that all communication between parents and students, during school hours, should occur via Student Support (9553 8140).
- Parents/Carers are not to give their child permission to leave school via their mobile phone.
- Comet Bay College has a duty of care and must be accountable for all students at all times.
- Notify the school regarding any health conditions that require monitoring via electronic devices.

STAFF RESPONSIBILITIES

- Will use the Positive Behaviour Support language of "off and away" to remind students of expectations and will follow the mobile phone flow chart.
- If a student makes the choice to use their mobile phone, staff will provide access to safe storage in the first instance, and if the student is not compliant staff will provide locked storage for the remainder of the day.



OFF AND AWAY
All day



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OFF AND AWAY

All day

Turn off your mobile phone and put it away during the school day.





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MOBILE PHONE FLOW CHART

Staff remind students at the start of the lesson that to be Responsible, our mobile phones must be "off and away all day".

Not meeting expectation in classroom

If phones are sighted/used without the teacher's express permission, the teacher refers to the PBS matrix and the value of Responsibility. They inform the student that they have not met the expectation and direct them to place the phone into Safe Storage.

Student complies

The student places their phone in Safe Storage and can retrieve it at the end of the lesson.

Student does not comply

Student does not put their phone in Safe Storage. Teacher calls for Locked Storage from the LA; and if this support is not available contact Student Support with student name and time. Student's phone goes into Locked Storage, and this can be unlocked at the end of the day at Student Support or at LA Offices. LAD/LAAD will contact caregiver and log on Compass.

If a student does not comply with the Locked Storage expectation the LAD/LAAD, will place the student on Learning Area In-School Withdrawal for remainder of lesson for not following fair and reasonable instructions of both the classroom teacher and the LAD/LAAD. The phone is still required to go into Locked Storage. LAD/LAAD will contact caregivers and enter details on Compass.

If the student is not compliant with the Learning Area In-School Withdrawal and Locked Storage, then the LAD/LAAD will refer the student to the relevant Head of Student Support who will then contact caregivers to collect the student, and further disciplinary action will be considered.

Not meeting the expectation before school, recess and lunch

If phones are sighted/used, the teacher reminds the student of our PBS matrix and the value of Responsibility. They inform the student that they have not met the expectation and direct them to place the phone into Safe Storage.

Student complies

The student puts their phone into Safe Storage (with the nominated duty teacher) and can be collected at the end of the break (first bell).

Student does not comply

If the teacher can easily access Locked Storage this can be provided to student straight away. The person who provides the Locked Storage will make the record in Compass.

If the teacher cannot access Locked Storage the student's name and details of breach will be provided to Student Support for follow up. Student's phone goes into Locked Storage, and this can be unlocked at the end of the day at Student Support or at LA Offices.

If the student does not comply with the expectation the teacher should try and access the nearest member of Student Support or Leadership Team for assistance.

If they cannot access a member of Student Support or Leadership, they should email Student Support with the relevant information. The teacher should not continue to engage with the student.

* Repeated instances, the caregivers will be asked to attend a meeting with Student Support.

For the purposes of this policy, "mobile phones" include other electronic communication devices and associated listening accessories, such as, but not limited to, headphones and earbuds, and smart watches. Deviations from the process may occur for students with disabilities who have an individualised support plan in place.



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LETTER REGARDING EXEMPTIONS FOR PARENTS AND HEALTH PROFESSIONALS

To Whom It May Concern

Application for a student mobile phone exemption

Thank you for contacting the College with aim to partner with our school. Our belief is the best care comes from a well-coordinated approach, and we regularly enlist the support of external agencies and families to support outcomes for our students.

Student Mobile Phones in Public Schools policy

As you may be aware, the Student Mobile Phones in Public Schools policy has taken effect from the start of Term 1, 2020. This policy requires all public schools to implement a ban on the use of mobile phones for all students from the time they arrive at school to the end of the school day. This extends to the use of other electronic devices such as iPads and smart watches, which need to be on airplane mode, and ear phones must be away during this period. This policy aims to reduce distractions in class and improve student engagement.

If students need to contact their parents/carers, they can do so through the school's Administration Office. Likewise, if parents/carers need to get a message to their children, they should call the school.

Please be aware, the College does not provide mobile phone exemptions for parents/carers with concerns of school bullying. The Anti-Bullying policy outlines our approach for preventing and intervening with reports of bullying.

Interim exemption from the Student Mobile Phones in Public Schools Policy

In some circumstances, parents/carers are seeking an exemption prior to seeking evidence that supports the College criteria for exemptions from the Student Mobile Phones in Public Schools Policy. In these situations, the College may consider an interim exemption if the parent/carer has provided an appointment date and will only apply until the appointment date.

Exemptions are provided for specific mobile phone functions in the medical plan or student care plan only

In order to meet the Department of Education requirements to reduce distractions related to mobile phones, it is essential that exemptions are only provided for specific mobile phone functions outlined in the students medical or student care plan.

Under no circumstances will an exemption be provided for students to access social media or for messaging peers.

Identification of students with exemption from the Student Mobile Phones in Public Schools Policy

Students provided with an exemption will be required to carry and show an ID card which outlines the exemption. This allows school staff to easily identify students with exemptions. This ID card can be in hard copy, or an electronic copy on their mobile phone.

Students will need to be aware that staff without an existing relationship may regularly ask to see identification. In particular, during break times with unfamiliar duty staff. Students have the option of wearing an exemption lanyard which can be more easily identified.

If you have any queries regarding the information in this letter, please contact the Dean of Learning Support or the Associate Principal for Student Support on 95538100.

Yours sincerely

Kelly Bennett
Principal
10 February 2025



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CRITERIA FOR EXEMPTION FROM THE STUDENT MOBILE PHONES IN PUBLIC SCHOOLS POLICY

In rare circumstances, a parent/carer will request an exemption for their child from the policy. The criteria and process are outlined in this document. Comet Bay College may consider an exemption if the student presents with either:

CRITERIA 1. A MEDICAL ACTION PLAN

A medical action plan completed by a medical practitioner which requires the use of a mobile phone as a health monitoring device.

In this circumstance, an exemption may be considered for the duration of the medical action plan.

CRITERIA 2. DIAGNOSIS OF A 'MENTAL DISORDER' WITH ONGOING TREATMENT

A current letter of diagnosis from a child and adolescent mental health practitioner outlining a 'mental disorder' as defined by the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) or International Classification of Diseases (ICD-10).

Please note, the letter must include the DSM-5 or ICD-10 classification code.

For example:

Schizophrenia, schizotypal and delusional disorders (F20-29),

Mood (affective) disorder (F30-39),

Neurotic, stress-related and somatoform disorders (F40-48).

AND a statement from a child and adolescent mental health practitioner confirming student engagement in ongoing therapy and the specific mobile phone functions required as part of the students' care/educational plan. The practitioner must consider why an exemption to the mobile phone policy would be necessary versus other means of providing support to the student in light of Government expectations for schools.

Please note, the letter must include specific information regarding the use of:

The specific mobile phone applications (e.g. relaxation music through Spotify)

The frequency of use (e.g. once per day at midday)

The setting for mobile phone use (e.g. during school break time)

Confirmation of practitioner understanding of mobile phones in schools' policy and necessity for an exemption.

In some circumstances, a temporary exemption (reviewed termly) may be considered. The College aims to partner with the parent/carers/external agencies to support the development of a broader range of coping strategies, with the aim to reduce/cease use of a mobile phone during College hours. A letter meeting Criteria 2 is required every 6-12 months for a continued exemption



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PROCESS TO APPLY FOR AN EXEMPTION FROM THE STUDENT MOBILE PHONES IN PUBLIC SCHOOLS POLICY

