



# Comet Bay College in support of DOE

## Student Use of Technology Policy

**OFF and AWAY  
All Day!**



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

### Non-Compliance

- When a student is found to be using a mobile phone during the school day it will be confiscated
- Confiscated phones will need to be collected from Student Support at the end of the day
- The occurrence will be recorded and on the third occurrence a parent will be asked to collect the mobile phone after school. It will not be released to the student (resets at the start of each term)

### Refusal

- If a student refuses to give their mobile phone to a teacher in learning time, they will be referred directly to the Learning Area Dean/Learning Area Associate Dean
- Learning Area Dean/Learning Area Associate Dean will take the student to Buddy for refusing to follow fair and reasonable instructions and will confiscate the mobile phone
- If a student refuses to give the mobile phone to 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
- 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 Associate Dean 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 not to hand over their phone to staff during break times, the student will be referred to the relevant Associate Dean of Student Support

### 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)
- Canteen to pay for food (once the student has entered the glass doors inside the canteen)

# Responsibilities

## Student

- 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

- 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
- Will actively support the college in the collection of confiscated mobile phones from the third infraction

## Staff

- Will use the Positive Behaviour Support language of “off and away” to regularly remind students of expectations
- If a student makes the choice to use their mobile phone, staff will ask the student to hand over their mobile phone and will then take it to Student Support before the end of the school day

