

# University of Canberra High School Kaleen

## Mobile Phone and Chromebook Policy

### Purpose

This policy outlines the requirements relating to student use of mobile phones and Chromebooks during school hours. It is consistent with the Directorate's *Personal Use of Communication Devices in ACT Public Schools Policy*

The provision of Chromebooks to all students has eliminated any need for student mobile phones to be used as a learning device. Unregulated, non-educational use of mobile phones and related social media can harm learning and wellbeing. University of Canberra High School Kaleen (UCHSK) supports people's right to learn and teach in an environment free of distractions, where face to face interactions and non-digital forms of learning are valued.

At UCHSK we value the importance of face-to-face social interaction, physical activity and building connections to school through the participation in extracurricular activities. UCHSK recognises the need for students to have time away from screens and electronic devices, including Chromebooks. Recess and lunch breaks are set aside for this explicit purpose. A wide variety of extracurricular activities are provided for students to promote positive connection and social interactions during break times.

### Mobile Phones and other personal electronic devices at UCHSK

- At UCHSK we say **School Zone, No Phones!**
- As outlined in ACT Education Directorate Policy *"Students in Years P-10 at ACT Public Schools may not use or access personal communication devices at school, including recess and lunch, or during school authorised events, unless the school principal has approved a formal or specific exemption."*
- At UCHSK *"at school"* means inside the school buildings, and/or on school grounds, between 8am and 3:15pm, Monday – Friday.
- Students are strongly encouraged to not bring mobile phones or other personal electronic devices to school. Those that do bring a mobile phone to school, must turn their phone off and lock it in a **Phone Pouch** immediately, once they arrive *at school*. Phone pouches must only be unlocked when students leave school at the end of the school day.
- Contact by/with parents and carers during the school day is to be made via the Front Office. This ensures that students will be reached quickly and that appropriate procedures will be followed.

### Inappropriate Use of Mobile Phones

- Mobile phones must not be used (or visible) at any time while a student is *at school*.
- Other devices connected to mobile phones (eg smart watches, headphones, or gaming devices) must not be used for communication purposes (talking or messaging) at any time, while *at school*

The school does not accept liability in the event of loss, theft or damage of a phone or accessories such as chargers or headphones.

- Phone pouches remain the property of UCHSK. Any deliberate damage may result in a request for a family to purchase a replacement and/or other consequences, including possible suspension, as outlined in the [UCHSK Sequence of Student Support](#).

Procedures if a phone is used inappropriately.

- Where a mobile phone is sighted, the staff member will remind the student of the school policy and contact an Executive teacher, who will confiscate the student's phone.
- The Executive teacher will put the phone in a bag with the child's name on it. The phone will then be stored securely at the front office for the remainder of the day.
  - In circumstances where an Executive teacher is not immediately available, the student will be required to hand their phone to an Executive teacher at the next available opportunity.
- If a student's phone is sent to the front office for a second time in a term, a parent/carer will be required to collect the phone from the front office.
- If a student refuses to follow an Executive teacher's instructions, the behaviour will be dealt with as defiance. Any additional consequences will be in line with the [UCHSK Sequence of Student Support](#).
- Repeated infringements will require the student and parents/carers to meet with a member of the school leadership team to determine a suitable management plan, including leaving the phone at home or at the Front Office during school hours.

## Chromebooks at UCHSK

- From 2018 the ACT Government has loaned every public-school secondary school student a Chromebook. These are provided to support learning in schools and equitable access to the online learning environment.
- Students are required to bring their fully charged Chromebook to school every day, unless otherwise advised.
- At enrolment, all students are required to sign the [ACT Education Directorate – Acceptable Use of ICT Code of Practice](#).

## Appropriate use of Chromebooks

- Chromebooks are used as a tool to help engage students, enhance their learning experiences, provide them with an opportunity to collaborate and discover, and in doing so produce responsible, literate, and knowledgeable digital citizens.
- During learning times Chromebooks remain in bags until students are directed to access these devices.
- During instructional phases of the lesson, Chromebook lids must remain closed.
- During recess and lunch breaks, Chromebooks may only be used for homework purposes in the library, or for educational purposes during a structured club activity.

## Inappropriate Chromebook Use

- Chromebooks are not to be used for non-educational / non-learning purposes (eg gaming YouTube, social media, inappropriate web browsing or similar) at any time while *at school*.

- Chromebook use during recess or lunch breaks for non-homework purposes is not permitted.
- Chromebooks remain the property of the Education Directorate. Any deliberate damage may result in a request for a family to pay for a repair or purchase a replacement and/or other consequences, including possible suspension, as outlined in the [UCHSK Sequence of Student Support](#).

#### Procedures if a Chromebook is used inappropriately.

- Where a teacher determines a Chromebook is being used inappropriately (for non-educational purposes or outside of the library during breaks) the teacher will remind the student of the school Chromebook policy.
- Where a student refuses to cease inappropriate Chromebook use after a warning, an Executive teacher will be contacted.
- The Executive teacher will confiscate the student's Chromebook and it will be securely stored in the front office with the child's name on it, for the remainder of the day.
  - In circumstances where an Executive teacher is not immediately available, the student will be required to hand their Chromebook to an Executive teacher at the next available opportunity.
  - Where a child's Chromebook is confiscated, teachers must have alternate, non-digital learning materials available for the student.
- If a student refuses to follow an Executive teacher's instructions, the behaviour will be dealt with as defiance. Any additional consequences will be in line with the [UCHSK Sequence of Student Support](#).
- Where a student has had their Chromebook confiscated three times in a term, the student and parents/carers will be required to meet with a member of the school leadership team to determine a suitable management plan.

#### Exemptions

- Applications for an exemption must be made to the principal using the Education Directorate's exemption form (attached). Exemptions may be granted to:
  - Students with a documented medical condition which requires the use of a mobile phone or Chromebook to manage the student's health. Parents/Carers are required to provide medical evidence to the appropriate Year Coordinator.
  - Students with a diagnosed disability where medical evidence outlines the use of a mobile phone or Chromebook as an educational support. This information will be recorded on their Individual learning Plan (ILP) and on the Student Data Dashboard.

#### Note

- ***Teachers and school staff must model positive use of mobile devices and limit their use during class time to urgent or necessary activity.***
- ***Staff may be required to use their phone in class due to an emergency or a work issue. The rights and responsibilities of staff are different to students.***

## Personal Use of Communication Devices Exemption Request Form A

This request form is to be used when seeking approval for exemption from the Personal Use of Communication Devices in ACT Public Schools Policy.

Parents/Carers of students wishing to apply for an exemption to the policy, will need to complete the following exemption request form and provide verified documentation, as per the exemption requirements, to support the student's application for exemption.

The application and supporting documents should be submitted at the school reception or via email to **UCHSKaleen.information@ed.act.edu.au** for consideration.

Parents/Carer will be notified of the outcome once the application has been reviewed by the school authority. When an exemption has been approved, the student is allowed to use their device for the purpose of the exemption only and should not be using the personal device during the school day for other reasons.

### Section A (If a parent/carers is applying for exemption)

Details of Student	
Name of Student	
Student's year level	
Parent/carers name	
Parent/carers contact number	
Parent/carers email	
School Name	

Request for approval: exemption dates	
Start date	
End date	
School this exemption request applies to	

Request for approval for exemption with supporting evidence – please attach	
Managing or monitoring a medical condition	
Helping to meet caring or family responsibilities	
Other mitigating circumstances	

**Please provide supporting evidence, which may include a medical certificate, letter from a support worker, government agency or health professional stating where, when and how the device is to be used.**

Declaration	
<b>I declare that the information contained in this form is true and accurate</b>	
Name of parent/Carer	
signature	

Section B (School Office to complete)

Principal (delegate) to complete the appropriate exemption approval below. Please strike through those that do not apply. Please use the *Exemption Response letter template* ([insert hyperlink](#)) to provide response to applicant.

This exemption has been <b>approved</b>		
Principal (delegate) Name	Signature	Date

This exemption has been <b>approved subject to the following conditions</b>		
Approval granted from:	Till:	
Principal (delegate) Name	Signature	Date

This request has <b>NOT</b> been approved for the following reasons		
Principal (delegate) Name	Signature	Date