



*"Away For The Day"*



# MOBILE DEVICE PROCEDURE

- Mobile devices **must** be switched off at the first bell at 8.55am and placed in school bags. They must remain off and be 'Away for the Day' in school bags until the bell rings at 3pm to finish the school day. (Medical exemptions may be applied with supporting documentation from a Medical Practitioner)
- If a student has a mobile device in their possession staff will confiscate the device
- The device will then be placed in a zip lock bag with a confiscation slip labelled with students name, Year level and Den class
- Staff confiscating the device will deliver the device to the Administration Block Student Counter for student collection at 3pm
- Confiscated devices will be stored in the Administration Block with student details recorded in the Mobile Device Confiscation register
- Students will sign the register upon collection of their device
- Student refusal to hand over the phone will result in a referral to Administration Block to see a Deputy Principal for defiance
- A SMS will be sent to parents informing of mobile device breach and subsequent confiscation
- Parents will be contacted via phone when a mobile device is confiscated for the second (2nd) time
- If confiscated for a third(3rd) time parents/carers will be required to collect the device in person from the College Administration Block



# Personal Electronic Devices

Between the hours of 8.55am and 3.00pm the following items must be turned off and put away in school bags for the day:

- Mobile phones
- *Smart watches (can be worn but notifications must be switched off)*
- iPod and music players
- Bluetooth devices (earbuds, headphones)
- Laptop/iPad/Tablets that do not meet BYOD requirements



This applies to all school activities including camps and excursions

# Why do personal electronic devices need to be Away for the Day?

Away for the day will support schools to maintain a strong focus on educational achievement and student wellbeing and engagement by:

- providing optimal learning and teaching environments
- Encouraging increased face-to-face social interactions between students
- Promoting the health and wellbeing of students through increased social interaction and physical activity
- Reducing the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate technology use



# Approved Electronic Devices

School approved electronic devices are:

- Desktop computers, laptops, tablets and cameras that are provided by the school
- Personal electronic devices that meet the Bring Your Own Device (BYOD) minimum requirements

School approved electronic devices may be appropriately used in the classroom when it is a planned part of a teaching and learning activity and as instructed and supervised by the teacher.

BYOD needs to be onboarded prior to commencing use and connected to the school network when in use.



# Keeping Your Device Safe

Students are responsible for the security of their personal electronic device whilst at school. Heatley Secondary College does not accept liability for the loss, theft or damage to the device brought to school.

Students are therefore encouraged to leave their device at home.

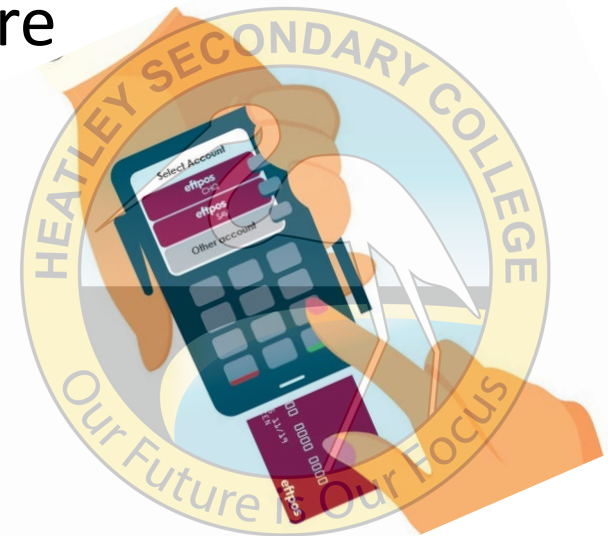


# Payments

Students are **NOT** permitted to utilise their personal electronic device to make a payment at the student services counter or tuckshop between the hours of 8.55am and 3.00pm.



Students **CAN** use their personal electronic device to make payments at the student services counter or tuckshop before 8.55am and after 3.00pm.





# Debit / Bank Cards

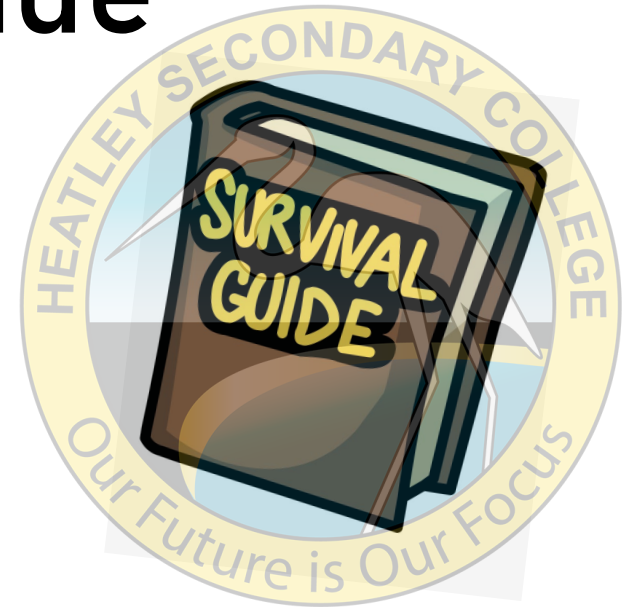
All students are encouraged to organise a debit/savings/bank card for payments





# School Day Survival Guide

- Get a debit/savings card
- Bring your own school approved device (BYOD)
- Wear a digital or analogue watch
- Keep a paper copy of your timetable
- Pre-notify your employer that you cannot take/make phone calls during the school day
- Remind parents/carers that you cannot be contacted by phone (parents can email or leave a message with the office)



# Frequently Asked Questions

## **How can I contact my parents/carers?**

Students who are sick or have an emergency, need to report to the student services counter or rolls office and administration staff will contact home on their behalf.

## **What if I need to contact my child/children?**

Students and their parents/carers are encouraged to be organised and communicate with each other in advance.

If parents/carers need to get a message to their child, they can still send a text or leave a voicemail on their child's phone. Students can check these before first bell and after last bell. Parents/carers can also email the school or call the office and leave a message.

If a parent/carer needs to send an urgent message to their child, they must contact the administration office.

## **How can I access my timetable?**

Students need to keep a paper copy of their timetable in their bag or student diary. If they lose their timetable, they can get another one printed from the student services counter before/after school or during lunch breaks.

