



Mobile Phone and Non Academic Device Policy

Rationale:

At TKIS we apply a range of policies to enhance and promote our students' overall social and psychological wellbeing based on the evidence approach of Positive Psychology. As such, policies and procedures across the school have been designed to ensure that when our students adhere to the School's policies, they also contribute to their own wellbeing which allows them to flourish as learners and individuals.

The TKIS Essential Agreement requires students to be active learners, to build community, to demonstrate pride in TKIS identity, and to make healthy choices for their minds and bodies. To align with this agreement, **students are required to leave all non-study related electronic devices at home or in their lockers throughout the school day.** They are however encouraged to bring their own laptops to support their learning. By asking students to focus on their learning without the use of mobile phones and non-academic devices, **we are limiting the distractions and negative effects of social media which impede both social and academic growth.**

Definition:

This policy applies between 8.30-3.30pm in and outside the classroom (including during recess and lunchtimes). It relates specifically to mobile phones, other non-study related electronic devices (eg. iPads, iPods and gaming devices) and the non-academic use of laptops. That is electronic devices not being used for study and/or learning purposes.

Purpose:

- To encourage the appropriate use of mobile phones and electronic devices in and outside of school hours
- To reduce the risk of cyber-bullying, harassment and discrimination and any inappropriate use that may harm the reputation, emotional and physical wellbeing of the students
- To ensure that valuable devices are not lost, stolen or damaged at school. TKIS will *not* be liable for any mobile phones or personal property lost or damaged at school.

The use of mobile phones during school and tutorial time inhibits students from fulfilling and engaging positively with the Essential Agreement of the school. Using mobile phones can distract students from adhering to the positive aspects of the agreement which guides students to do the following:

- Ask questions, share ideas, contribute to classroom conversations
- Respect and consider other's point of view
- Seek opportunities to reflect and critically understand key concepts
- Make eye contact, smile and engage positively with other students
- Always encouraging others and offering support
- Use supportive and respectful language
- Respect differences by discussing problems when they arise
- Represent oneself respectfully online including being courteous and modest in one's statements and appearance (for example when posting on social media)
- Actively participate in the TKIS tutorial program to deepen knowledge.

By following these guidelines in terms of the use of mobile phones and electronic devices, we believe students will enhance their overall wellbeing as well as contributing to their overall success as TKIS students.

Implementation: TKIS Mobile Phone and Non-Academic Use policy will take effect in the year 2018.

TKIS POLICY APPLICATION

1. Students are discouraged from bringing any mobile phones to school at all and are **not allowed to have them on their person between 8.30 and 3.30pm**.
 2. If parents/students deem it necessary for students to bring mobile phones to school due to transport situations, **mobile phones are to be kept locked in the lockers for the duration of the school day (8.30am to 3.30pm)**. Students should not have mobile phones on their person, including recess and lunch. TKIS provides lockable lockers to all students.
 3. If the above is not a viable action, due to unforeseen circumstances, then the student is advised to leave their mobile phone with Student Services, who will lock it away *for the day*. This will only occur on an occasional basis and is discouraged as TKIS and its staff will not be liable for any loss, damage or theft of the item.
 4. Students may be in possession of their phones after 3.30pm but they are **not to be used or visible during Supervised Study and/or Tutorials. (Confiscation of such will occur only until the end of the tutorial, seqta entry not required unless associated with other behaviour issues and at the teachers discretion)**.
- NB: Parents/Guardians wishing to leave messages for their children should do so by telephoning TKIS on 03 57822211. Staff will pass messages on. Student Services will assist students who need to contact family or other persons during the school day. TKIS will not be liable for any electronic devices lost, stolen or damaged while on its premises.*
5. **The use of study/learning related electronic devices (laptops) should only occur within the classroom/private study/library areas and tutorials** with permission of and under the direction of the teacher. Study related electronic devices should not be used outside in the school yard or in locker areas at recess and lunchtimes.
 6. The use of phones should not occur during official school functions eg The Welcome and Prize giving Ceremony
 7. In the case of camps, excursions and outside of school activities, the Senior Leadership and Wellbeing Team will assess the need for the use of electronic devices including phones and students will only do so under the supervision of staff. eg. IB Geography Field Trip collecting data.

In the case of breaches of the above TKIS rules, the following will be implemented:

- **First offence:** Supervising TKIS staff will confiscate the phone and pass it onto Student Services, the student may collect the phone at 3.30pm. The incident will be **recorded in SEQTA** (*pastoral note, sub-category, phone use*) by the supervising staff member involved. This ensures offences can be tracked.
- **Second offence:** Supervising TKIS staff will confiscate the phone and pass it onto Student Services. The incident will be **recorded in SEQTA** (*pastoral note, sub-category, phone use*) by the supervising staff member involved. A **Student Management Form** will be issued as a way of informing parents and a **conduct notice** will be issued. Collection of phone can be done by the student at the end of the day.
- **Third offence:** Supervising TKIS staff will confiscate the phone and pass it onto Student Services. The incident will be **recorded in SEQTA** (*pastoral note, sub-category, phone use*) by the supervising staff member involved. A **Student Management Form** will be issued as a way of informing parents and a **Friday night detention** will be issued. Collection of phone can be done by the student at the end of the day.
- **Further offences:** Supervising TKIS staff will confiscate the phone and pass it onto Student Services. The incident will be **recorded in SEQTA** (*pastoral note, sub-category, phone use*) by the supervising staff member involved. A **Student Management Form** will be issued as a way of informing parents. Consequences of further

offences will be decided upon by the Wellbeing Leader and may include demerit points and or suspension from school.

At all Times

Appropriate action will be taken against any student who captures, stores or transmits photographs or videos of individuals without their consent or who sends inappropriate, harassing or threatening messages.

The Kilmore International School is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a Child Safe environment. This responsibility extends to the identification and timely response to all concerned with regard the safety of any student of our School.

Expectations

That staff, students and parents will implement and be bound by the policy as part of being members of the TKIS community and upholding The Kilmore International School's Essential Agreement and values as stated within the Student Handbook.

Parent/Guardian's Signature:

Student's Signature:

Date: