



Terrigal High School

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Terrigal High School Digital Device Policy

Purpose

Terrigal High School acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible, and respectful ways.

Scope

This procedure provides a consistent framework for the safe, responsible, and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

Our School's Approach

As a school, we are introducing a system called 'Phone Locker Pouch'. www.phonelocker.com.au

Terrigal High School has chosen this system as it differs from our current 'Off and Away' process, allowing clarity moving forward to implement this statewide policy. This ensures a clear and consistent process used by all students to keep phones safe and protected when in school bags.

Mobile phones, smartwatches and air pods are all digital devices and as such are not be used during school hours. Every student will be assigned a personal Phone Locker Pouch with an ID Number, similar to being assigned a textbook. While the Phone Locker Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.



INSERT

Insert your phone into the pouch



LOCK

Simply press the pin into the hole to lock closed



UNLOCK

Unlock by simply placing the locking mechanism near the magnetic base



Process

School Arrival: As students enter the school grounds they will:

1. Turn their phone off.
2. Place their phone inside the THS phone pouch and securely close it.
3. Store the phone pouch in their school bag.

Each student will maintain possession of their mobile phone inside their THS Phone Locker Pouch for the duration of the school day. Each day during **roll call**, teachers will check this procedure has been followed. Students arriving late will go through this process at the school office.

School Exit: As students leave school, they will:

1. Unlock their pouch using an unlocking station at a building exit/entry point.
2. Remove phone from their pouch.
3. Securely close their empty pouch and place in their school bag for the next day.

No unlocked phone is permitted on school grounds during school hours.

Phones are to be off and away in pouches before school, recess, and lunch times.

Students who are adhering to the BYOD policy can continue to bring their laptop to school for educational use. Please ensure that students have completed the BYOD Student Agreement and are aware of the requirements around this agreement. THS has no provision for lockers to store devices, therefore these are students' personal responsibility and should be kept in school bags unless using for curriculum purposes.

Violations

Below is a list of potential student violations. Each of these violations will result in the student's device/phone and/or pouch being confiscated by school staff.

1. Physical damage to the pouch in an attempt to circumvent its intended purpose. (Eg: Discoloration, pen marks, bent pin or stripped lock inside the pouch)
2. Forgetting or losing the pouch – phone will be left at the DP office and locked away for the day.
3. Using their phone during school hours.
4. Other devices, such as laptops, tablets, headphones, and smartwatches, pose similar challenges and opportunities. These devices can be linked to mobile phones and therefore the same policy applies to these actions.

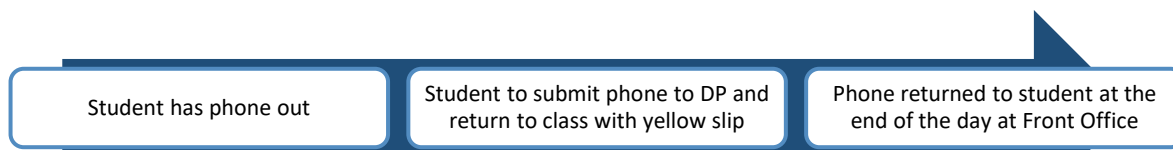
All digital devices, not just mobile phones, should be used in safe, responsible, and respectful way.

Disciplinary Action if a Phone Locker pouch is damaged.

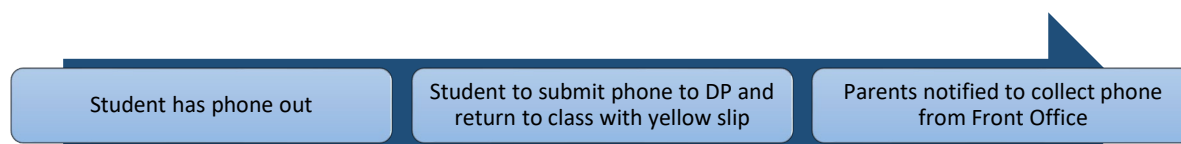
- Phone and Pouch will be confiscated, and parent/carer will be notified immediately.
- Parent/carer must come to the school to pick up their child's phone.
- Suspension Warning applies for damage to school property.
- Parents/carers are to make an online (or in person) purchase through our school office of a new replacement pouch prior to your child receiving this. Replacement pouches are \$20. Alternatively, your child can purchase one through our office with cash or card.
- Until the student has a new replacement pouch, they are not to bring a phone to school.

Consequences for inappropriate use

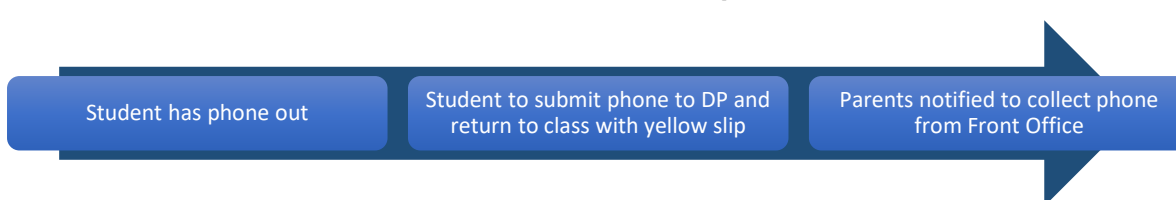
1st Offence – Recorded on Sentral – **Parents notified.**



2nd Offence – Recorded on Sentral – **Parents called to collect phone from school.**



3rd Offence – Recorded on Sentral - **Formal Caution to Suspend issued to student.**



Phone Locker Pouch Inspections

As the phone locker pouch is school property, the pouch is to be brought to school each day, even if the student doesn't have their phone with them. Periodically throughout the school year all students' Phone Locker Pouches will be inspected to ensure they are still functional and being kept in good order. Students' pouches that are damaged or graffitied will be either surrendered and billed OR replaced as determined by the Deputy Principal.

Students who do not have their phone pouch with them will be required to place their phone in the Deputy Principals office for the school day, their details will be recorded and follow up procedure of parent notification will be required.

Excursions

Whilst off-site on school-based activities, the pouch system still applies and students must keep their phone in their pouch, unless explicitly stated for a specific purpose. This includes school carnivals. Where students may not return to school at the conclusion of an event, the supervising teacher will bring a mobile unlocking station for students to release their phones prior to departure.

Canteen

Students are to use cards or cash at the canteen. No phones will be unlocked for purchasing food at the canteen. Parents, carers, and students are encouraged to make full use of Flexischools online. Additionally, parents can organize a pre-paid Visa card for their child to use. If students attempt to purchase food using a phone, they will not be served.

Exemptions/Adjustments.

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption, and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion. There may be exemptions apply for students with high-risk medical needs. Parents are encouraged to contact our HT Wellbeing to see if your child is eligible for this.

When a phone is sighted by staff

The staff member will ask for the phone to be handed over immediately and send the student with the phone directly to their Deputy Principal. Parents or carers will be contacted by the Deputy Principal and the process outlined in the flowchart will occur. If the student refuses to hand the digital device to the Deputy Principal, this may result in disciplinary action as per our and DoE policy.

Contact between students and parents and carers during the school day.

In an emergency, our staff will contact home should the need arise.

During school hours, parents and carers are expected to only contact their children via the school office.

Students who have a part-time job:

- Parents and carers are asked to notify their child's employers NOT to contact your child during school hours around work shifts.

Responsibilities and obligations

Supporting students to use digital devices and online services in safe, responsible, and respectful ways is a shared responsibility.

For students

- Be safe, responsible, and respectful users of digital devices and online services and support their peers to be the same.
- Respect and follow DoE, and school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible, and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively.
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.
- During school hours, parents and carers are expected to only contact their children via the school office. If you need to collect your child, we will send for them to meet you at the front office.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible, and respectful use of digital devices and online services. This includes:
 - Establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.
 - Identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device.
 - Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
 - Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Model appropriate use of digital devices and online services in line with departmental policy.

- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
 - Reporting the creation, possession, or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
 - Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
 - Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to appropriate use of digital devices and online services.

For non-teaching staff, volunteers, and contractors

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Communicating this procedure to the school community

Students will be informed about this procedure through roll call, general assemblies, year meetings and email. Feedback will be collected on a regular basis through the Student Representative Council (SRC).

Parents and carers will be advised via the school newsletter, and the policy emailed home. This procedure can be accessed electronically via the [school's website](#) and in hardcopy at the school's administration office.

Complaints

If a student, parent, or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's [guide for students/parents/ carers about making a complaint about our schools](#).

Review

The principal and executive will review this procedure annually.

Appendix 1: Key terms

Bring your own device (BYOD) is an optional program where parents and carers can provide personal digital devices for use at school. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All digital devices used in schools are covered by the *Student Use of Digital Devices and Online Services* policy. Schools retain discretion to determine the specifications of personal devices to be used at school.

Digital citizenship refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

Digital devices are electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones, and other devices.

Digital literacy is the set of social, emotional, and technological skills and competencies that people need to understand to use digital devices and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

Educational purpose is any use approved by school staff that supports student learning, wellbeing, and educational outcomes.

General capabilities are the broad collection of knowledge, skills, behaviours, and dispositions described within the Australian curriculum and NSW syllabus.

Image-based abuse occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

Online bullying involves using technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.

Online safety is the safe, responsible, and respectful use of digital media, devices, other technology and online services.

Online services are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

Reasonable adjustment is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

School-related settings include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.

School staff refers to school personnel who have some level of responsibility for implementing policy and the school digital devices and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.