



# Off and Away for the Day

Between **8:45am (first bell)** and **2:45pm (last bell)**, all personal electronic devices (PED) need to be **turned off** and **put away in school bags**.

# PERSONAL ELECTRONIC DEVICES (PED)

Between the hours of **8:45am (first bell)** and **2:45pm (last bell)**, the following items must be **turned off** and **put away in school bags** for the day:

- Mobile Phone
- Smart Watches
- Cameras
- iPod and music players
- Bluetooth devices
- Laptop/iPad/Tablets that do not meet the BYOD requirements

This policy applies to all school activities including camps and excursions.



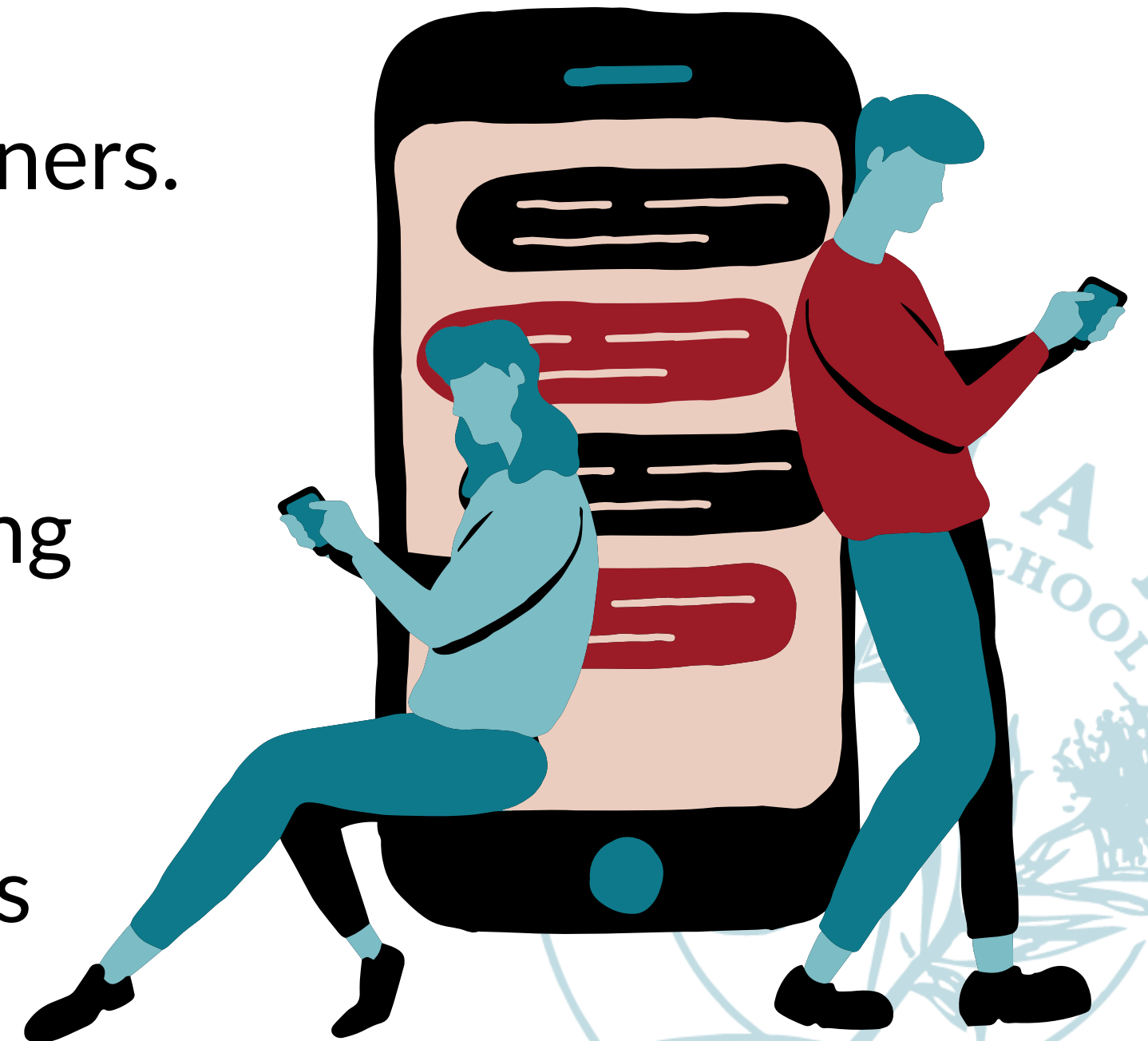
# USE OF PERSONAL ELECTRONIC DEVICES

Students are not permitted use their personal electronic devices while on school grounds at any time to **take images and/or audio and visual recordings.**



# WHY DO PED NEED TO BE OFF AND AWAY FOR THE DAY?

- Be respectful, responsible and safe learners.
- Manage student relationships with technology.
- Create a focused and productive learning environment.
- Minimise distractions.
- Promote face-to-face social interactions with their peers.





# APPROVED ELECTRONIC DEVICES

School approved electronic devices are:

- Desktop computers, laptops, tablets and cameras 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.



# BYOD APPROVED STICKERS



# SECURITY OF PED

Students are responsible for the security of their PED at school. The school does not accept liability for the loss, theft, or damage to PED brought to school.

Students are encouraged to either:

- Leave their PED at home.
- Turn off their PED and leave it in their school bag for the duration of the day.
- Hand in their PED at the Student Services Hub for safekeeping. Devices must be handed in before 8:45am (first bell) and collected after 2:45pm (last bell).



# EXEMPTIONS

Students with documented and verified learning or medical needs will work with the relevant member of the School Leadership Team to consider the specific needs of the individual student, in order to develop and enact a plan.

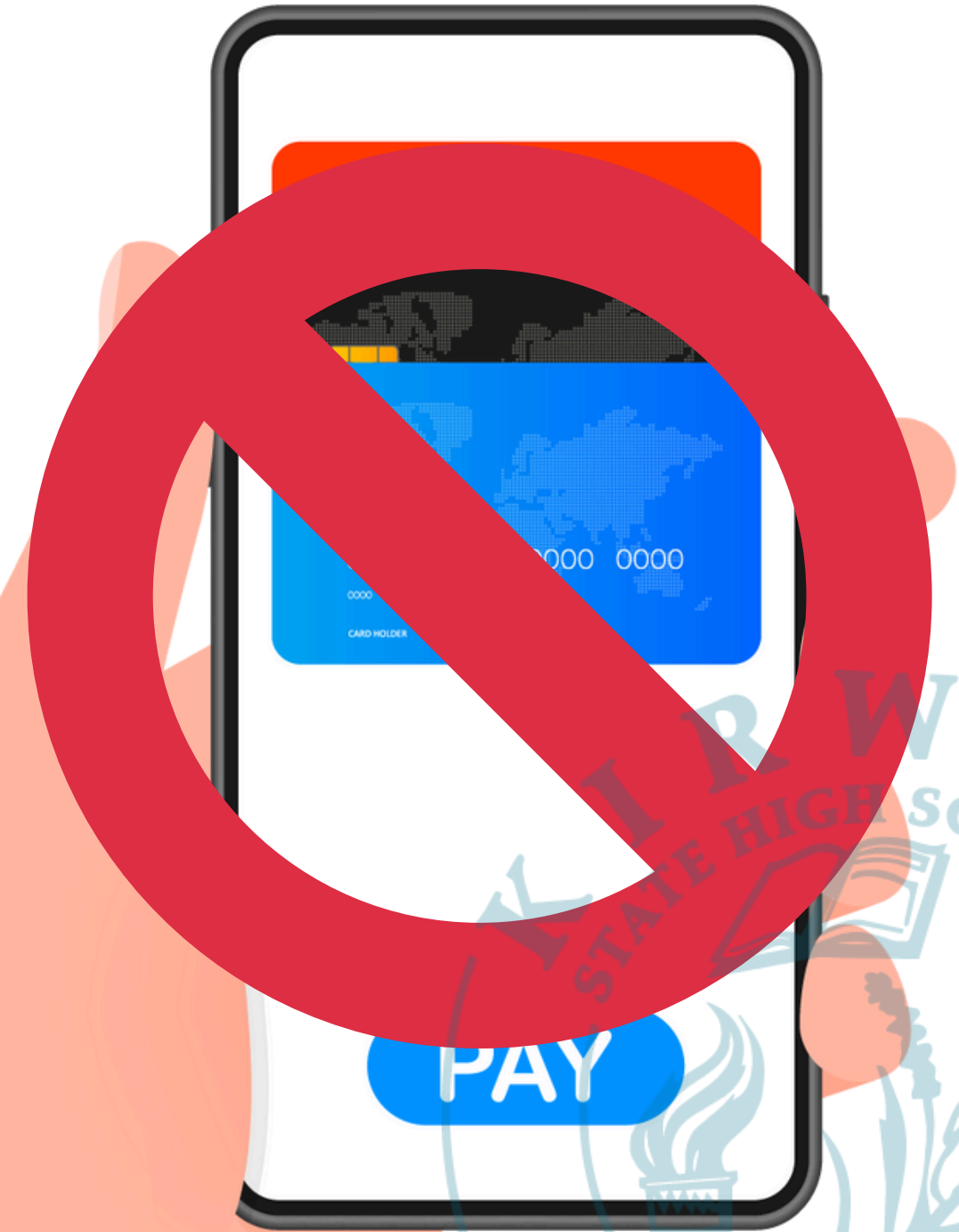
Students with an approved exemption must only use their PED for the approved purpose.





# PAYMENT

Students are NOT permitted to utilise their PED to make payment at the student counter or tuckshop, between the hours of 8:45am (first bell) and 2:45pm (last bell).

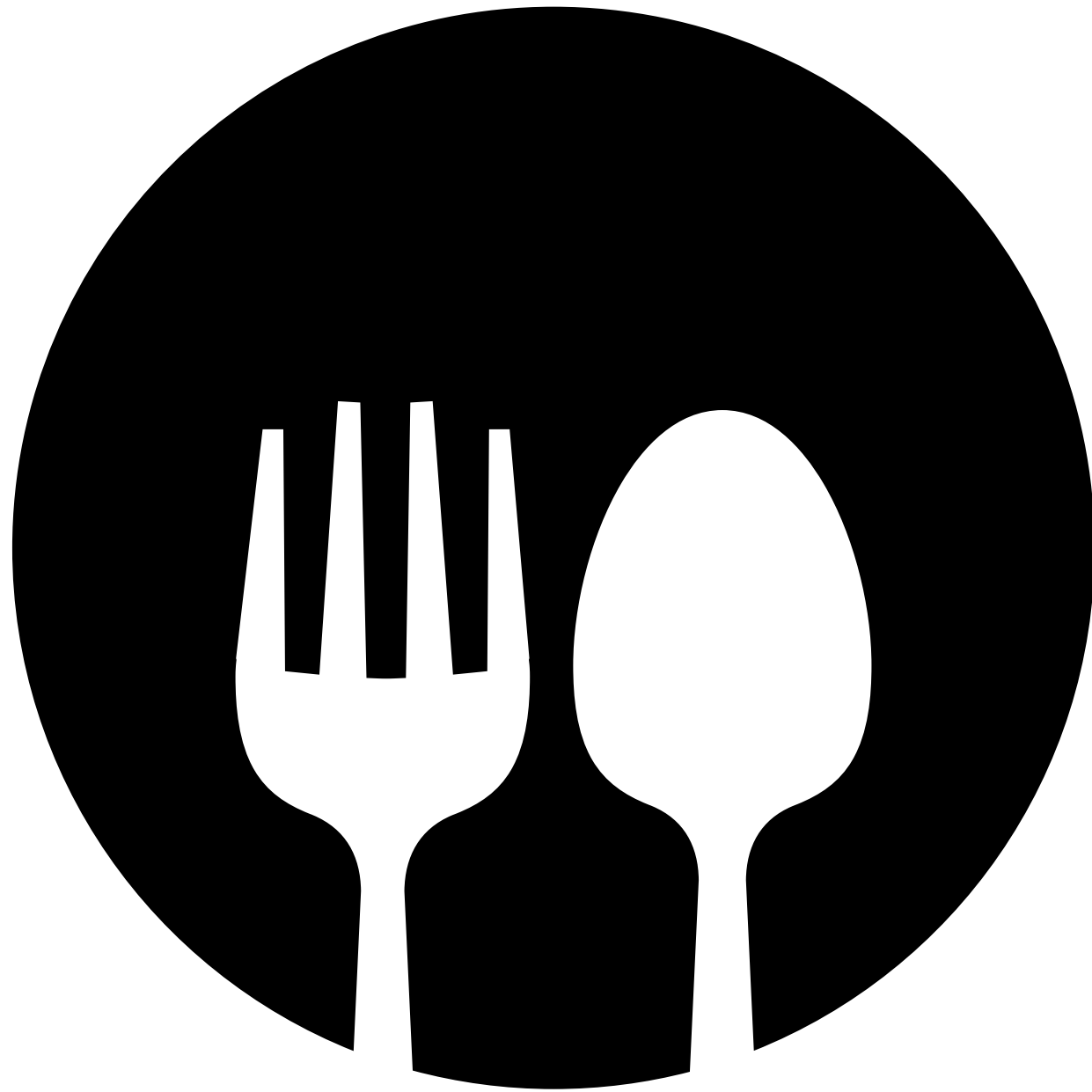


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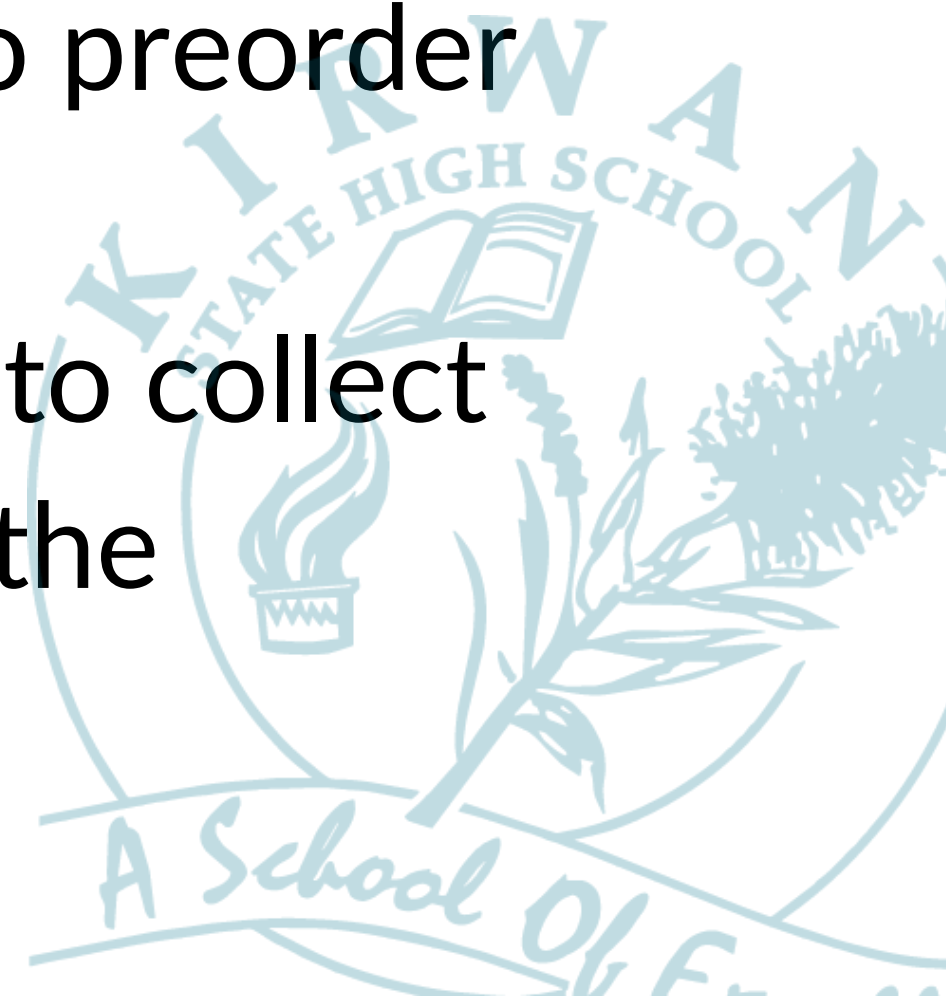


# TUCKSHOP PREORDERS



Students can preorder and prepay for Tuckshop before 8:45am (first bell) using their PED. Parents can also preorder using Flexischools.

Students will be able to collect their preorders from the prepaid window.



# BANK CARDS



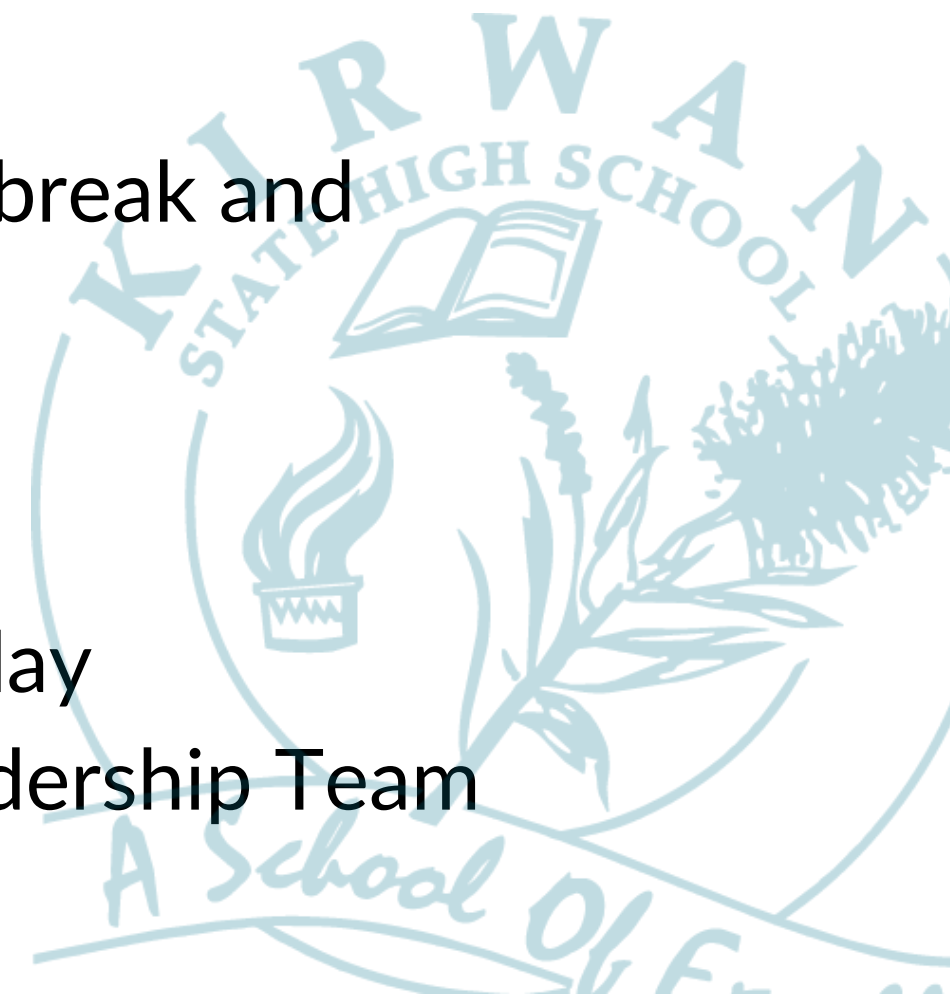
Students are encouraged to organise a bank card for payment.





# **WHAT WILL HAPPEN IF I AM USING A PERSONAL ELECTRIC DEVICE BETWEEN 8:45AM AND 2:45PM?**

1. Staff member temporarily removes student property.
2. Where possible, staff member provides the student with 'Temporary Removal of Student Property' slip.
3. Staff member records the incident in OneSchool.
4. Staff member hands phone in at the Rolls Office at the next available break and before the end of the day.
5. Rolls Office issues a lunch time detention.
6. Student attends lunch time detention.
7. Student collects the property from the Rolls Office at the end of the day
8. Failure to follow this process will result in a referral to the School Leadership Team and may result in further disciplinary consequences.



# ONESCHOOL FOR PED REMOVAL

Incident type is **MINOR**

Main behaviour is **TECHNOLOGY VIOLATION**

Secondary behaviour is **DEFIANCE**



# PHONE JAIL

Confiscated PED will be securely stored in the Rolls Office.

Voluntary handed in PED will be securely stored in Student Services.





# HOW DO I PREPARE FOR AWAY FOR THE DAY?

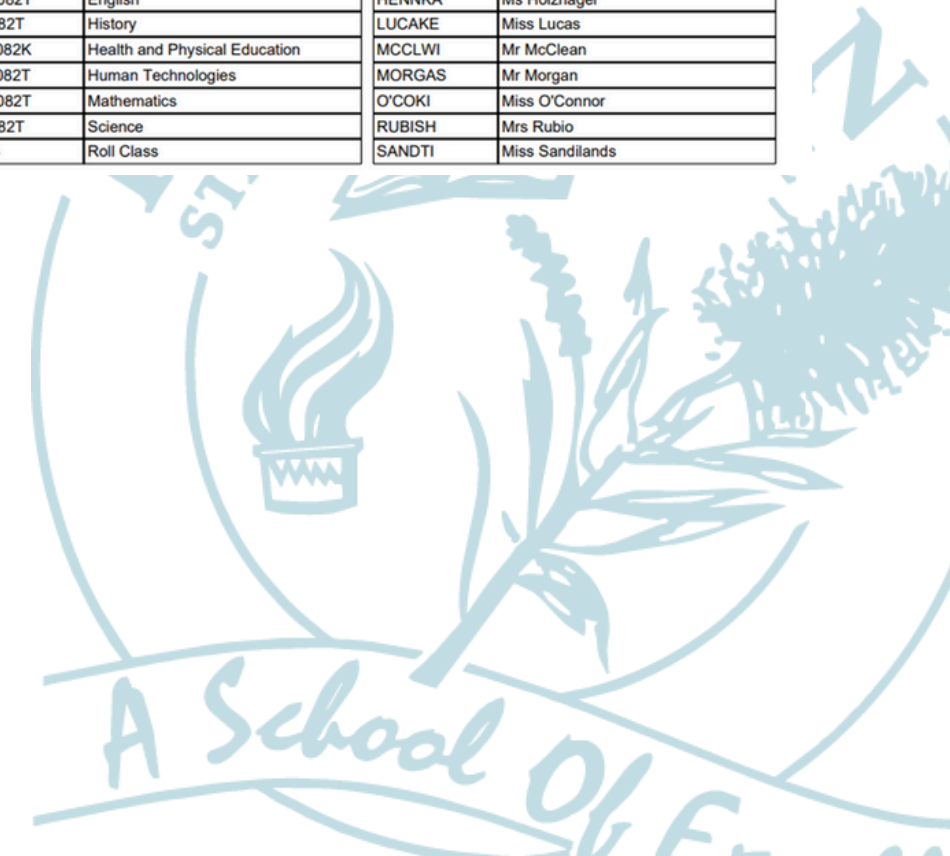
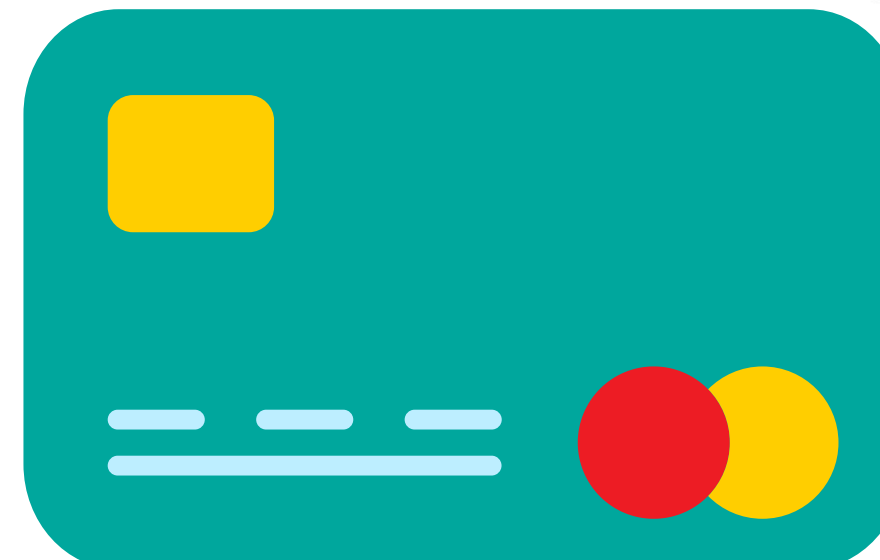
- Get a digital/analogue watch.
- Keep a paper copy of your timetable.
- Organise a bank card to make payments.
- Notify your employer that you will not be able to take calls/messages during the school day.
- Be organised.



	Monday	Tuesday	Wednesday	Thursday	Friday
HGR	8:45-8:55 ST04 LUCAKE EH01	8:45-8:55 ST04 LUCAKE EH01	8:45-8:55 ST04 LUCAKE EH01	8:45-8:55 ST04 LUCAKE EH01	8:45-8:55 ST04 LUCAKE EH01
P.1	8:55-10:05 MAT082T O'COKI MT02	8:55-10:05 CAA082T SANDTI AR03	8:55-10:05 SCI082T RUBISH SCL7	8:55-10:05 HPE082K MORGAS CO08	8:55-10:05 ENG082T ALCAMA SC01
P.2	10:05-11:15 SCI082T RUBISH SCL7	10:05-11:15 HUT082T HENNKA HU01	10:05-11:15 ENG082T ALCAMA SC01	10:05-11:15 HIS082T MCCLWI MT04	10:05-11:15 HUT082T HENNKA HU01
L.1A	11:15-11:35	11:15-11:35	11:15-11:35	11:15-11:35	11:15-11:35
L.1B	11:35-11:55	11:35-11:55	11:35-11:55	11:35-11:55	11:35-11:55
P.3	11:55-1:05 HIS082T MCCLWI MT04	11:55-1:05 ENG082T ALCAMA SC01	11:55-1:05 HIS082T MCCLWI MT04	11:55-1:05 CAA082T SANDTI AR03	11:55-1:05 MAT082T O'COKI MT02
L.2A	1:05-1:20	1:05-1:20	1:05-1:20	1:05-1:20	1:05-1:20
L.2B	1:20-1:35	1:20-1:35	1:20-1:35	1:20-1:35	1:20-1:35
P.4	1:35-2:45 HUT082T HENNKA HU01	1:35-2:45 HPE082K MORGAS CO08	1:35-2:45 MAT082T O'COKI MT02	1:35-2:45 SCI082T RUBISH SCL7	1:35-2:45 CAA082T SANDTI AR03

Legend:

Class Code	Class Name	Teacher Code	Teacher
CAA082T	Creative Arts Academy	ALCAMA	Miss Alcantara
ENG082T	English	HENNKA	Ms Holznagel
HIS082T	History	LUCAKE	Miss Lucas
HPE082K	Health and Physical Education	MCCLWI	Mr McClean
HUT082T	Human Technologies	MORGAS	Mr Morgan
MAT082T	Mathematics	O'COKI	Miss O'Connor
SCI082T	Science	RUBISH	Mrs Rubio
ST04	Roll Class	SANDTI	Miss Sandilands





# FAQ'S

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

Students need to keep a paper copy of their timetable in their student diary.

If you lose your timetable, you can print a copy at the Library before/after school or during lunch breaks.



# FAQ'S

**How can I contact my parents if I am sick?**

Students who are sick need to report to the Student Counter.  
Administration Officers will contact home.



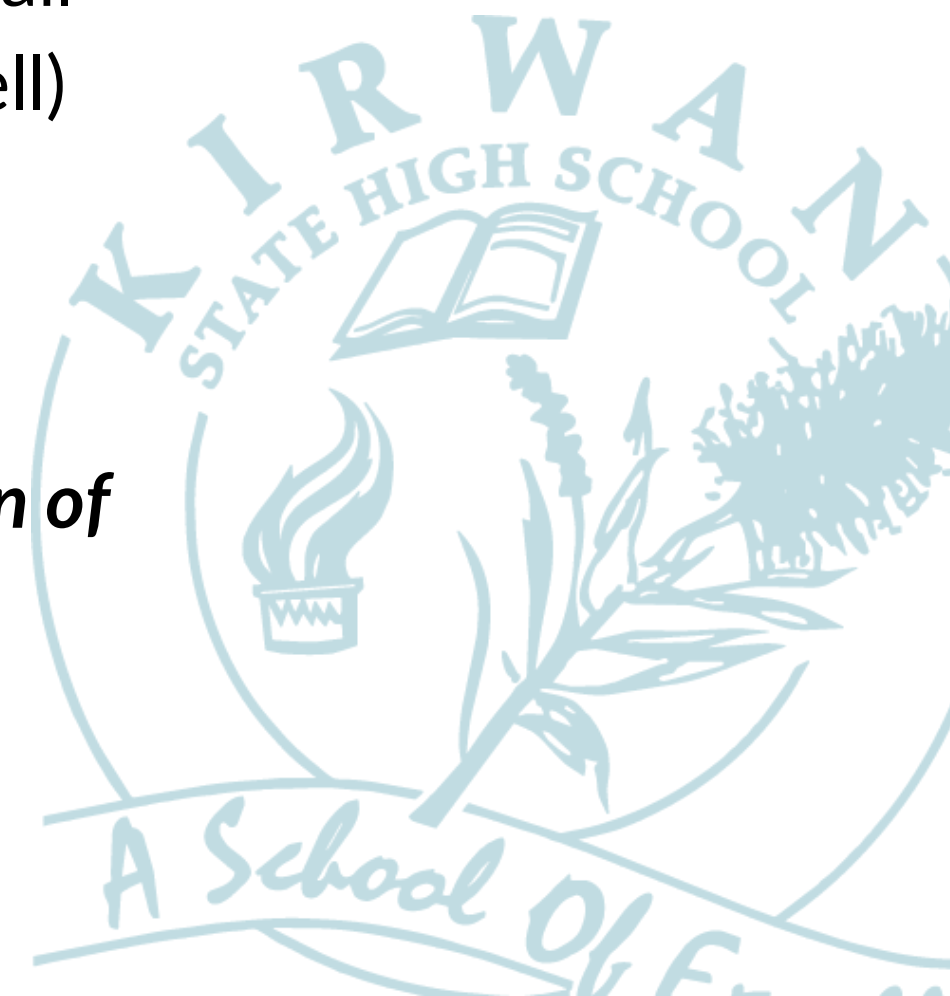
# FAQ'S

## What if I need to contact my child?

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

If parents/carers need to convey a message to their child, a text message/voicemail can be sent. Students will be able to check their messages before 8:45am (first bell) and after 2:45pm (last bell).

If parents/carers need to convey an urgent message to their child, they need to contact the school office. ***The school will not be able to facilitate the communication of non-urgent messages.***



# FAQ'S

## **What happens in the case of an emergency at school?**

The school will communicate with parents/carers via text message in the case of a critical incident or emergency such as an evacuation or lockdown.





# FAQ'S

**Why are staff allowed mobile phones during school time?**

Students have enrolment conditions.

Staff have employment conditions.

We are not the same.

Staff may use mobile phones in the case of an emergency.

Managing an emergency is the role and responsibility of staff, not students.

