

Carmel College Personal Digital Device Procedures



Purpose

The purpose of this procedure is to support the appropriate use and management of personal digital devices (e.g. iPads, mobile phones, smart watches, head/ear phones, gaming consoles and new emerging personal devices) by students at Carmel College. This procedure should be read in conjunction with the Carmel College Student Behaviour Support Plan.

Rationale

Carmel College recognises that learning in the 21st century requires access to and use of a range of learning materials including personal digital devices. The college takes a proactive approach to the use of digital media devices to enhance learning and supports their use when it positively contributes to learning or the ethos of the College.

Carmel College also recognises that adolescents are learning to thrive and maintain their wellbeing in a digital world and therefore reserves the right to direct how students will access and use personal digital devices during the school day to ensure use is positive and contributes to their learning and wellbeing.

Procedure

During school hours (first bell to last bell) personal digital devices are only to be accessed and used by students under explicit staff direction for curriculum connected activities or pastoral wellbeing.

Principles

Students and staff comply with the following principles:

Respect – compliance with processes and acceptance of processes when use is outside of set procedure.

Positive Relationships – seek to support the wellbeing of all members of the Carmel community through calm, positive, solution focussed interactions.

Processes

- Use of personal digital devices outside the prescribed procedure will result in the student being directed to hand the device in for the remainder of the day.
- Use of a device during an excursion (including bus travel) outside the school will result in the student being directed to put the device away and refrain from further use.
- Three repeated infringements will result in the student being required to hand the device in prior to school each morning for a period of 50 school days.
- No warnings will be given, with students required to immediately hand in the device for use outside of the set procedure.
 - During class – device placed at front of room and student directed to hand in to student reception in last minute of lesson
 - During breaks – student directed to collect planner and hand in to device duty teacher outside student reception.
 - Device duty teacher / student receptionist will stamp student planner and record details in register.
 - PC teachers monitor student planner and refer to House Leader if three instances of device misuse are recorded.

- Timetables are not to be read from devices.
- Devices are not to be used for electronic payment at tuckshop.

Duty Teacher/Student Reception

1. Collect box and register from student reception and set up desk.
2. Student presents with phone.
3. Student fills out register.
4. Student fills out envelope and seals their device inside and places in box.
5. Staff member stamps the Student Planner on the appropriate day.

NB: If a staff member becomes aware of a student not handing their device in as directed they are to notify the student's PC teacher. The PC teacher notifies the student they have not complied with a staff member's instruction to hand in their device and will therefore be required to hand it in for 50 days. The PC teacher directs the student to hand the device in immediately.

PC Teacher

1. Check students' planners each week to monitor if a student has three occurrences of personal digital device misuse.
2. Advise student of need to hand their phone in each morning and email Student Reception and House Leader of direction given.
3. Email parent (cc to House Leader) to advise that student has had three breaches of the device procedures or a failure to comply with procedure, and is required to hand in their device each day for the next 50 school days.
4. Intermittently check if student has handed phone in.

House Leader

1. Monitor compliance with procedures and support PC teachers in enforcing compliance from students.
2. Work with students who display non-compliance with procedures.
3. Escalate as per Student Behaviour Support processes as required.