



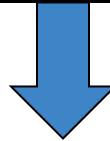
## PERSONAL DEVICE PROCEDURAL FLOWCHART

### ***'Off and Away'***

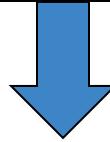
For the purposes of this procedure, personal devices include mobile device(s), smart watches, airpods/headphones and other digital devices with wifi and bluetooth connectivity.

#### **Procedure For Students**

When arriving at school, we turn '**off**' personal device(s) before **8.40am** and place them in our locker, '**Away**'.



We collect learning materials for lesson and secure our locker with a combination lock or padlock.  
When using our locker throughout the day we leave our device(s) untouched.



At the end of the school day, **3.15pm or 2.00pm Wednesday (unless in Wednesday Club) or if signing out early**, we return to our locker, collect our learning materials needed for home and our personal device(s).

\* We use the Student Hub to communicate with families if necessary. Parents/caregivers contact the school if they need to communicate with us.

#### **Exempt students**

Students with an approved exemption are required to use personal device(s) as stated on exemption form only.

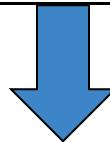
During the school day if you have an approved exemption and require the use of a personal device(s) communicate with the teacher using the exemption card.

## Process for when Expectations are not met

### 1st Occurrence

Student takes device(s) to Student Hub to be securely stored.

Students will be required to return to the teacher and show them the receipt.

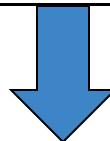


### 2nd Occurrence

Student takes device(s) to Student Hub to be securely stored.

A broadcast is sent home with the policy and flowchart attached for parent/caregiver to go through the expectations around personal device(s) with their child.

Students will be required to return to the teacher and show them the receipt.



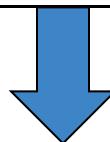
### 3rd Occurrence

Student takes device(s) to Student Hub to be securely stored.

A broadcast is sent home with the policy and flowchart attached for parent/caregiver to go through the expectations around personal device(s) with their child.

Student must go to the Student Hub before 8.40 the following day and staff will support them to securely store their device(s) until the end of the school day for a period of 5 school days.

Student shows receipt to House Teacher each day. House Teacher refers student on to House Leader in case of non-compliance.



### 4th and Subsequent Occurrence

Student takes device(s) to Student Hub to be securely stored.

House Leader receives DayMap record and enacts suspension. A phone call and letter will be sent home.

\* If a student refuses to go to the Student Hub, or returns to class without a receipt, this will result in a consequence as per the Positive Behaviour for Learning Policy.