

# Management of Student Mobile Phones – Procedure

The purpose of this document is to outline Darwin Middle School's procedure for the management of student mobile devices. For further information you can access the Northern Territory Governments' Student Mobile Phone Policy or contact the school on 08 8942 5200

## Key Points:

- Students are only permitted to use their devices under the direct instruction of a teacher or staff member
- If parent/student contact is required during the day, the Administration Office will facilitate
- Students are not permitted to use their mobile phones for COMPASS or to make payments (incl. Driftwood Café)
- Students who refuse to comply with this procedure will be dealt in accordance with Level 3; *Repeated inappropriate use of devices, Responsible Behaviour Plan*

### During Class

### During Recess/Lunch

### During Excursions

#### CONFISCATION PROCEDURE

1. Teacher confiscates device and records student details
2. The device is placed into a zip lock bag along with student details
3. Teacher delivers the device to the Office of Good Standing (at the end of lesson or whenever is practical)
4. Office of Good Standing receives the device and secures until collection by the student or a parent. Student's breach is recorded in SAMS

1. Teacher on duty confiscates device and records student details. A YLC or AP may be requested by walkie talkie if student needs to be identified
2. The device is placed into a zip lock bag along with student details
3. At the end of Yard Duty, the Teacher delivers the device to the Office of Good Standing
4. Office of Good Standing receives the device and secures until collection by the student or a parent. Student's breach is recorded in SAMS

1. Teacher confiscates device and records student details
2. The device is placed into a zip lock bag along with student details
3. Upon return to the school, Teacher delivers the device to the Office of Good Standing
4. Office of Good Standing receives the device and secures until collection by the student or a parent. Student's breach is recorded in SAMS

Devices are stored securely at the Office of Good Standing for the remainder of the school day  
Students/Parents collecting mobile phones must provide identification

Devices are to be collected from the Office of Good Standing; by students after 2:25pm, by parents between 7:45am – 3:45pm

#### CONSEQUENCES

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|----------------------|--|
| <b>FIRST BREACH</b>  | Device is confiscated for the remainder of the school day, parents are notified, students can collect their device at the end of the day |
| <b>SECOND BREACH</b> | Device is confiscated for the remainder of the school day, parents are notified and required to collect the device                       |
| <b>THIRD BREACH</b>  | Further disciplinary action in accordance with the Responsible Behaviour Plan which may include suspension                               |