

Trinity Bay SHS Planning and Accountability Procedures

Electronic Devices



Context:

Trinity Bay SHS's purpose is to provide an educational service to our community so that students achieve their learning goals and the school achieves its headline indicators. Staff at Trinity Bay SHS operate within a planning and accountability framework focussed on enabling efficient, effective systems that provide excellent working practices and improve student outcomes. Since 2010, Trinity Bay SHS has modelled its practices on the use of Systems Leadership Theory methodology and has utilised regional tools (developed by the region to align to SLT) to establish the highest quality, sustainable systems.

Purpose:

The purpose of this document is to define the planning and accountability procedures for Trinity Bay SHS pertaining to student use of electronic devices.

Version: 1.0

Release Date: 15th April 2024

Related Legislation and DET policy:

[Education \(General Provisions\) Act 2006 \(Qld\)](#)

[Division 2, Education \(General Provisions\) Regulation 2017 \(Qld\).](#)

[Student use of mobile devices procedure \(PDF, 344KB\)](#)

Procedure:

Electronic Devices include:

- mobile phones
- wearable devices such as earphones / buds
- any device that functions as a mobile transmitter eg smartwatch synced with phone

From Term 1 2024 in all Queensland state schools, electronic devices will need to be 'away for the day'.

Students are still able to bring phones to school so that they can contact their parents or carers immediately before or after school hours, however these will need to be stored securely in the student's possession.

Mobile phones and electronic devices are to be away from the first bell of the school day, 8:35am, until the final bell at 3pm.

General Exemptions

Mobile phones and electronic devices may be used:

- on school grounds before 8:35 am and after 3 pm
- to make purchases at the Tuckshop (in the RED ZONE), Uniform shop or to make payments at the office
- in class for learning purposes under the direct instruction / supervision of the teacher.

Requested exemptions are made using the 'Request for exemption' form on the following grounds and submitted to the Principal:

- Medical
- Translation
- Students with a disability

- Student is a parent / primary carer

Procedure: Student referral for device, classroom or playground

- Device or devices is or are visually and or audibly detected
- Student is referred to Student Services to hand the device / s in
- Referring staff member sends email to devices' address with student name and time

Student_devices@trinitybayshs.eq.edu.au

- Student attends Student Services and hands in device / devices
- Device / s is / are logged, labelled and securely stored for collection after 3pm and before 3:30pm
- The student is issued with a receipt which will be shown to the referring teacher as confirmation
- Student Services staff will email teacher directly when the device has been secured
- Referring staff member completes OneSchool referral (major)
- Should the student not return with a receipt, please direct them back to Student Services to collect one
- Should the student not return, please complete a OneSchool (major) to the RBT

In the event that a student refuses to hand in their device either in the classroom or playground **where they are known**, please send an email to the devices address stating that a device was detected and the time, and complete a OneSchool incident referral (major) referred to the RBT and DP.

Should the non-compliant student not be readily identifiable please contact a member of the Student Engagement Team:

- Behaviour support 0499 843 370
- RBT Justin Corser 0476 906 955
- RBT Tim Reilly 0483 216 589

for support and send an email to the devices' address including location, time and any distinguishing features of the student eg wearing yellow shoes.

Every attempt, including the use of CCTV footage, will be made to determine their identity.

Once the student is confirmed a OneSchool entry detailing the incident will need to be completed (major) by the referring teacher and forwarded to the respective RBT and or Year Level DP for follow up.

Please refer to the school procedure for using mobile phones to take photos of students for the purpose of identification