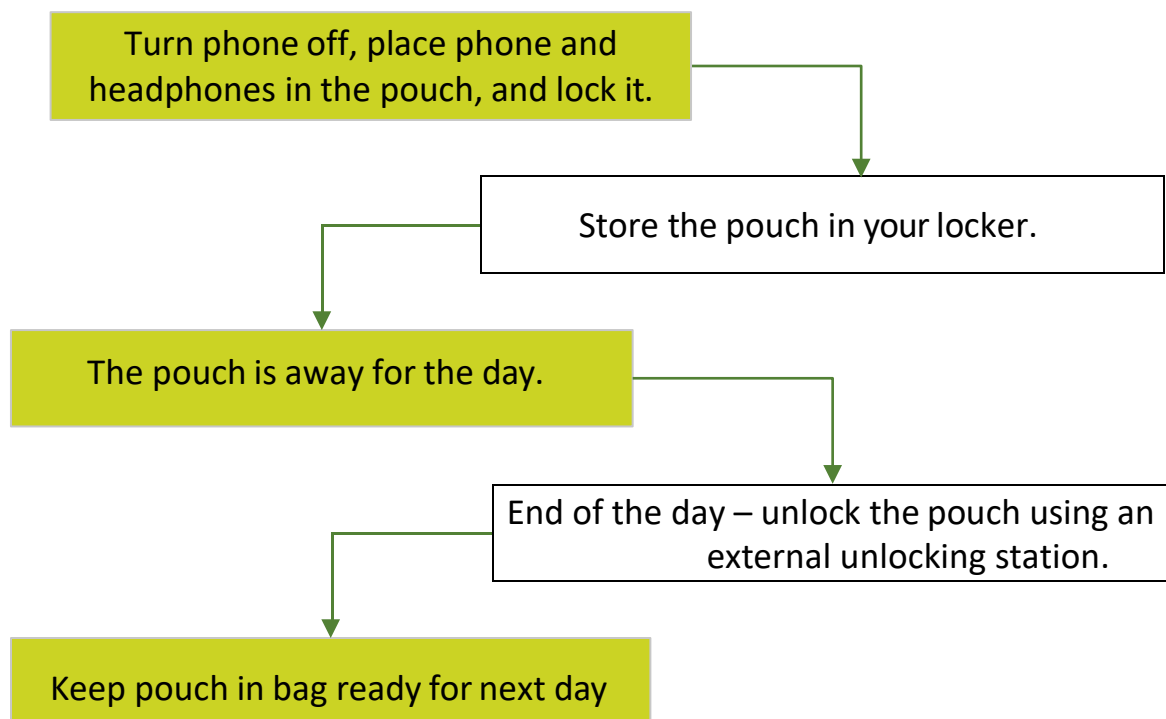


# Mobile Phone and Bluetooth Headphones Procedures



## Random Compliancy Checks

School leaders conduct random checks from time to time using a portable unlocking station.

Student(s) who are in breach of the mobile phone policy will receive a consequence as outlined below.

## Student With A Documented Medical Reason

Students who need access to their phone during the school day for a documented medical reason (e.g. diabetes) will be given a velcro pouch.

The same expectations apply to students with a velcro pouch.

Students with a velcro pouch will be flagged in Compass.

## Portable Unlocking stations

Used by teachers to temporarily unlock pouches so phones can be used at that time for an approved educational purpose.

Portable unlocking stations are booked through the IT Help desk.

## Deliberate Damage of Pouches

- Is treated as a behaviour issue. Report incident using a Chronicle on Compass.
- Sub School Leaders follow up and assign appropriate consequences.
- Parent/Caregivers will be invoiced for a damaged pouch needing replacement.

## Consequences will typically escalate as outlined below.

First incident – phone and/or headphones are confiscated and held in the front office for the rest of the day. Parent will be contacted.

Second and subsequent incidents – Phone and/or headphones are checked into the front office each day for a period of time, student may be internally suspended depending on the nature of the incident.