



Figtree High School

Policy Regarding the Use of Personal Student Items

Policy Regarding Other Electronic Communication and Entertainment Devices

This policy covers all electronic communication and entertainment devices including (but not limited to):

- *Mobile Phones*
- *Audio players* (e.g. Radio/CD players, MP3 players, IPODs, etc.)
- *Video Players* (e.g. portable DVD players or other devices capable of playing video)
- *Cameras* (except where used with permission of teacher as part of curriculum experience, e.g. Photography or Visual Arts)
- *Entertainment devices* (e.g. portable computer games)
- *School issued DER Laptops*
- *Tablets*

Figtree High School does not endorse the use of mobile phones and other personal electronic entertainment and communication devices by any students on the school premises during class lessons. However, the school understands that many parents/caregivers approve of their children taking mobile phones to school for various good reasons and we therefore ask parental support in ensuring students follow this school policy. Electronic devices may be used with the permission of the teacher as part of the curriculum.

Students with electronic communication and entertainment devices on school premises are to follow these guidelines:

Use of Electronic Communication and Entertainment Devices by Students

- Device must be **switched off or placed on silent** when the bell rings at the start of the day, during class time and until students are dismissed from school at the end of the day.
- **Kept out of sight and safe**
- Make sure your name is written on it for safety
- Take precautions to avoid loss of expensive personal electronic items - keep a full record of serial numbers and receipts at home in a safe place. The school does not accept nor take any responsibility for the loss or theft of any such device whilst on school premises in student possession.
- Permission for a student to use a mobile phone during class lessons will only be granted under extenuating circumstances and with the approval of the Principal.
- Please refer to DEC DER Laptop policy on appropriate use.

https://www.det.nsw.edu.au/policies/general_man/general/accep_use/PD20020046.shtml?level=Schools&categories=Schools%7CComputers+%26+Internet%7COnline+communication+services

During Exams and Assessment Tasks

- Students using electronic communication and entertainment devices during exams will be dealt with through the assessment and examination policies of the school.

Misuse of Electronic Communication and Entertainment Devices by Students

- Students caught with or using electronic communication or entertainment devices during class lessons will be given a warning and asked to put the item away.
- If the student continues to use the device during class lessons, or refuses to follow the instruction of the teacher, the item will be confiscated for the day. The item will be taken to the administration office by the student or teacher delegate. The student's name will be recorded on an envelope. The item will be placed in the envelope and stored in a safe place until

the end of the school day. The student will show their student ID card when they collect the item from the administration office at the end of the school day.

- Harassment or bullying using any electronic device will be treated very seriously under the NSW Department of Education and Communities “Procedures for Suspension and Expulsion of Students”. Punishment can include suspension from school.
- Under no circumstances are electronic devices of any description to be taken into formal examination or assessment situations.

Parents/caregivers are asked not to contact students on their mobile phone or other electronic devices during school hours. In case of emergency please ring the school directly. Please contact the Principal if there is any reason why you need your child to have access to a phone other than those outlined above.

Policy Regarding Other Personal Items

Use of Skateboards, Bicycles, Scooters and other similar items by Students

- Skateboards, bicycles, scooters and other similar items must **NOT** be used **AT ANY TIME** on school premises or whilst participating in school activities away from the school.
- Keep items out of sight where possible
- Make sure your name is written on it for safety
- Take precautions to avoid loss of the item. The school does not accept nor take any responsibility for the loss or theft of any such item whilst on school premises.
- Students caught using such an item at school will be issued with a consequence which could include a punishment or even a warning of suspension for continued disobedience.

Banned Items

The following items are **banned** from Figtree High School **at all** times and **WILL** be confiscated:

- Suspected illegal substances – *referral to Police*
- Prohibited weapons, firearms or knives – *referral to Police*
- Any implement used as a weapon or threatened to be used as a weapon – *possible referral to Police*
- Aerosol products
- Cigarettes, lighters /matches
- Laser Pointers
- Chewing gum
- Permanent markers