

## 4.3. Procedural Flow Chart

Mobile Phone Ban

- Mobile phones are banned from school. This is a Directive from the Department of Education.
- Your mobile phone or any electronic device is OFF and AWAY in your school bag.
- · Your mobile phone is not to be carried on your person, it is OFF and AWAY and in your school bag.

1st

- There will be NO warnings.
- If a phone or electronic device is visible, a Staff member will confiscate the device.
- The device is placed in a dedicated envelope, submitted to the Front Office, and parents notified.
- The Student can collect the device at the end of the day from the Front Office.

2nd Confiscation

- There will be NO warnings.
- If a phone or electronic device is visible, a Staff member will confiscate the device.
- The device is placed in a dedicated envelope, submitted to the Front Office, and parents notified.
- If this is the 2nd time in any Term a device has been confiscated, a parent / carer needs to collect the device from the Front Office and the student will receive a Formal Caution of Suspension.

3rd Confiscation

- There will be NO warnings.
- If this is the 3rd time in any Term a device has been confiscated, a parent / carer needs to collect the device from the Deputy Principal and the student will receive a Suspension as per the Behaviour code for students, 2.1 of the Suspension and Expulsion procedures Misuse of Technology.

Device Restrictions  After the 3rd confiscation in any term, students must submit their device to the Front Office at the beginning of every day and collect it at the end of the day.

Ongoing Confiscation

- There will be NO warnings.
- If this is more than the 3rd time in any Term a device has been confiscated, a parent / carer needs to collect the device from the Deputy Principal, the student will be Suspended as per the Behaviour code for students, 2.1 of the Suspension and Expulsion procedures Continued / Persistent Disobedience, and referred for additional behavioural supports.

End of Term

• Process resets at the beginning of each Term.