



Staff response to mobile phone use

If a staff member sees a student with their mobile phone, they will request the student hand over their phone so it can be securely stored as per the *Mobile Phone Use* policy. This will be recorded as a Compass chronicle, with parents/carers receiving a notification that includes:

1. Where the phone was used (in class / outside of class)
2. Where the phone is being stored (Reception / Middle School Office / Senior School Office)

Process for staff

Staff will use the following guide once a request has been made for a student to hand over their phone. This guide is modelled on our **Behaviour Support Framework**.

Student complies	Student states they have an exemption
<ul style="list-style-type: none"> • Phone is securely stored • Compass chronicle entry is created • Student collects phone at end of day 	<p>Staff member checks Compass for exemption:</p> <ul style="list-style-type: none"> • If the student has an approved exemption, the student is reminded that the phone should be out of sight unless being used for exemption reasons • If the student does not have an approved exemption, they will again be asked to hand over their phone.

Non-compliance and escalation

Student refuses to comply with staff instruction
<ul style="list-style-type: none"> • This is a Major Behaviour: <i>'refusal to comply with staff instruction'</i> as per our Behaviour Support Framework and the staff member can immediately escalate to a <i>year level coordinator</i> (YLC). • The staff member will chronicle the event on Compass but may also choose to speak to the YLC in person and/or via email. • The YLC or a member of the leadership team will follow up with the student and again request that the student securely store their mobile phone. <ul style="list-style-type: none"> ○ If the student complies, the mobile phone will be securely stored, and a comment will be added to original chronicle post to confirm the outcome. ○ If the student again refuses to comply with staff instruction it will be escalated to a suspension

Multiple breaches of school policy – YLC/SSL/AP staff only

Sub-School teams monitor data from Compass to identify students who have breached the mobile phone use policy on multiple occasions.

Students who have breached the policy on two or more occasions should be placed on a **Mobile Phone Storage Plan** for a minimum of 5-days, where they will be required to hand in their phone to Reception each day. This will be recorded on Compass.

If it is determined that student behaviour and compliance is not improving, the relevant Year Level Coordinator will schedule a Student Support Group (SSG) meeting with parents/carers to discuss a plan moving forward. Sub-School Leaders and an Assistant Principal may be involved in this process and any further consequences, including internal and external suspensions.