



### Storage of personal devices

During synchronous and asynchronous learning time supervisors should ensure students' personal devices, other than those required for the learning, are turned off and in a different room, out of reach of the student.

During an incursion or excursion students are expected to keep their mobile devices switched off or on silent and store them in their school bags.

### If the student does not comply

Misuse of personal devices will result in disciplinary action which includes but is not limited to a meeting with parents/supervisors to determine the most appropriate action.

### Internet connection for personal devices

If students are undertaking an onsite learning activity, they will be able to access the OAC network using their approved personal device.

### Roles and responsibilities

#### Principal

Make sure:

- this policy is clearly communicated and accessible to all students, staff and families
- there is a process for regular review of the policy
- processes are in place for monitoring internet and school network use by all members of the school community.

Enforce the school's policy and responses to instances of non-compliance.

Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

Consider requests for exemptions from the school policy from parents, adult or independent students on a case-by-case basis. Make sure that approved exemptions are documented and that relevant staff are informed about students' exemptions.

Model appropriate use of mobile phones and s

