

Off and Out of Sight



Electronic Device and Earphone Policy

GOLDEN RULE: Off and out of sight at all times (except at recess and lunch) unless the teacher has given you permission to use it for a legitimate educational purpose.

If you have your devices out in class, your teacher will ask you to put your device away.

If you refuse to do this, the teacher will confiscate your devices and will record the incident in Sentral and a Suspension Warning notification will be generated for failing to comply with school policy.

Your devices will be held for the day at the Front Office and you can pick them up at the end of the day.

Failure to surrender your devices when requested by the teacher will be recorded as a separate record in Sentral as disobedience. Further disciplinary action may result from this.

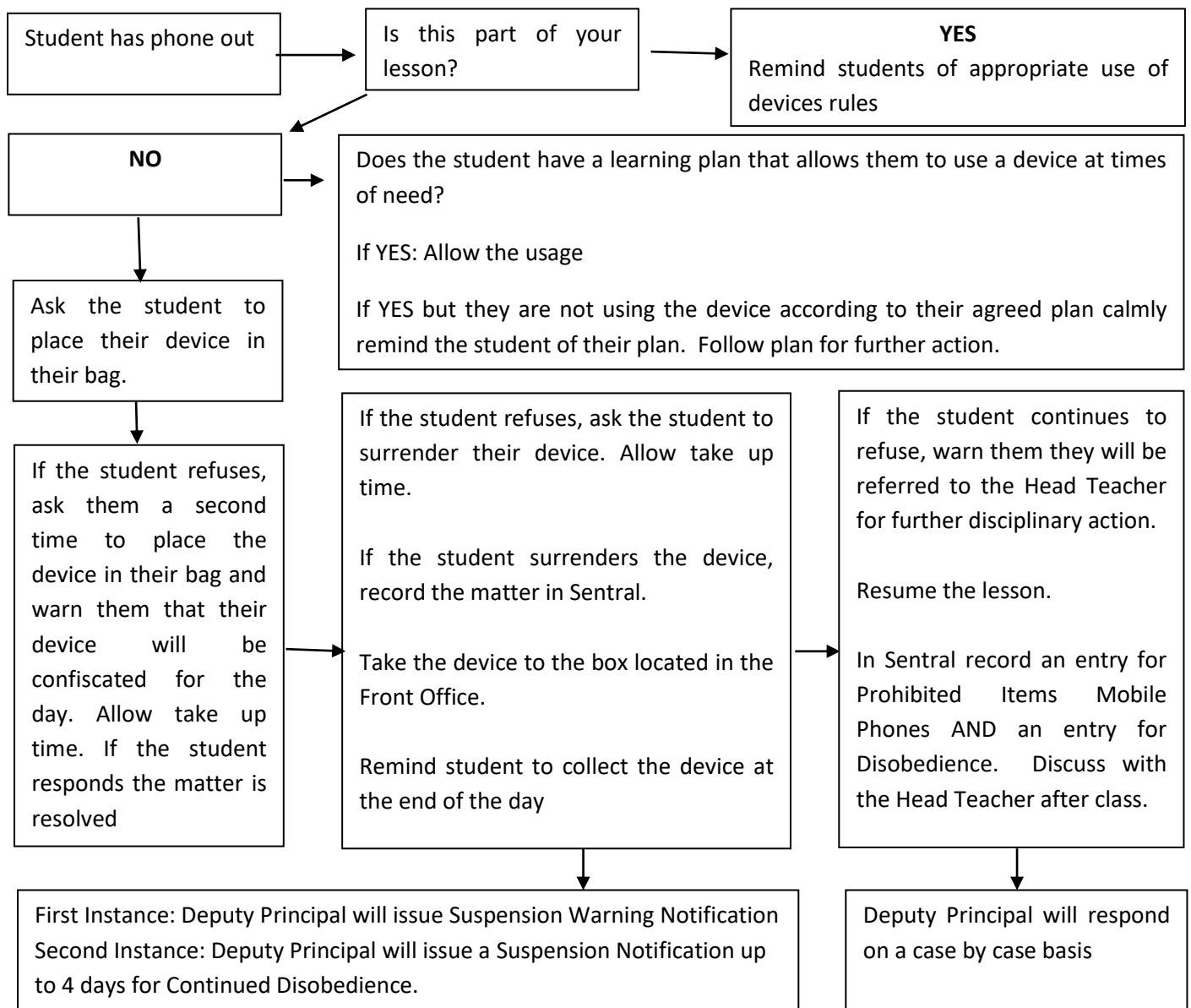
On the second incident of device misuse, the incident will be recorded in Sentral and a Suspension notification will be generated for failing to comply with school policy.

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Electronic Device and Earphone Policy Teacher Instruction

GOLDEN RULE: Off and out of sight at all times (except at recess and lunch) unless the teacher has given you permission to use it for a legitimate educational purpose.



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Electronic Device and Earphone Policy Teacher Instruction

Recording the incident in Sentral: Refusing to put phone away

1. Create a new Wellbeing Entry
2. Select Negative Incident: Prohibited Items
3. Complete the date, period, location, your name and subject details
4. In the description for the incident section please record the following message: For refusing to comply with the School Device policy despite receiving requests to place the device away.
5. In follow up actions: please call the parent as per normal discipline process and explain what happened
6. In the notification part: please notify your Head teacher and the Deputy Principal

The screenshot displays the 'Wellbeing' interface for Nepean Creative and Performing Arts High School. The user is Kaylene McCormick. The main content area shows an incident record for Riley EDWARDS (10RC2-3301 / Year 10). The incident is titled 'Incident #30157 — Negative Incident: Prohibited Items' and was created at 9:33am. The record includes the following details:

Date:	13/11/2018	Confidential:	Not confidential
Period:	2	Teacher:	Mr Levi Olsen
Location:	L4	Subject:	Science

The incident description is: 'Misuse of a mobile phone or other technology' with further details: 'For refusing to comply with School Devices policy despite receiving requests to place the device away.' The follow-up actions include 'Parental Contact - Phone Call' (No further details) and 'Notification' (Deputy Principal and Head Teacher). The status is 'Further Action Required — Sent to Deputy'.

Recording the Incident in Sentral: Refusing to surrender the phone or further disobedience

1. Create a Wellbeing entry as above to record the Phone incident
2. Create a Wellbeing entry and select Negative Incident: Disobedience.
3. Complete the date, period, location, your name and subject details
4. In the description for the incident section please record what occurred.
5. In follow up actions: please call the parent as per normal disciplines process and explain what happened.
6. In the notification part: please notify your Head Teacher and the Deputy Principal