



Chifley College Shalvey Campus Response Procedure
Inappropriate use of mobile phones and/or electronic devices
in the classroom



Proactive strategies

Students reminded through signage throughout the school and published on official school social media platforms e.g. Facebook and Instagram and the school website.

Signage in each classroom **“Off and Away All Day”**.

Phone and/or electronic device violation in the classroom

1. Teacher fills out the Phone Violation slip and hands it to a student to deliver to the Deputy Principal for their year group and instructs the offending student to go to their DP with their phone or electronic device.
2. Teacher logs a quick incident in Sentral under PxP/Quick Incident/Create/Learner and enters “Phone” in the comment box. This will create the incident in Wellbeing.
3. The offending student reports to their DP to hand over the phone and/or electronic device that was seen or heard. The DP will place the phone and/or electronic device into an envelope with the student’s name, date and time of receipt and seal the envelope. The student will sign across the seal and the envelope will be placed in a designated box in the secure admin strongroom for safekeeping. The DP will sign the Phone Violation slip and the offending student will return to class with the slip acknowledging compliance.
4. The offending student can collect their phone and/or electronic device from the DP or other nominated staff member at the conclusion of the school day and sign for receipt of their property.
5. If the offending student fails to comply with the teacher’s request, they will be referred to the Head Teacher as per the existing Chifley College Shalvey Campus Student Behaviour flowchart. The student will be asked by the Head Teacher to again comply with the request to go to the DP and follow steps 3 and 4 above.
6. If a student then fails to follow the Head Teacher’s instructions, a Deputy Principal will be contacted and asked to remove the student from the classroom. Parents/Carers will be called to attend school and collect the phone and/or electronic device and whole school discipline consequences will apply.