

SWANSEA HIGH SCHOOL



MOBILE PHONE POLICY

| Contents | PAGE |
|--|-------------|
| Rationale | 3 |
| Aim | 3 |
| Swansea High School Approach | 3 |
| Prohibited Items | 3 |
| Exemptions - Whole Class Exemptions - Subjects Requiring Exemptions | 4 |
| Students Communicating with Parents | 4 |
| Parents Communicating with their Child | 4 |
| Canteen | 5 |
| Breach of the Mobile Phone Policy - Non-Compliance | 6 |
| Mobile Phone “Off and Away” Breach Infographic | 7 |
| Roles and Responsibilities | 8 |
| Frequently Asked Questions | 10 |

Rationale

We accept that mobile phones are part of modern society and most high school students will own and possess a mobile phone. We also acknowledge that many parents want their child to have their phone on them for safety purposes when travelling to and from school. However, teachers and students have a right to teach and learn in a classroom environment free from interruption by mobile phones and other devices. Mobile phones in schools present a number of challenges, including:

- Interrupting the learning environment by distracting students.
- Loss of teaching time while teachers deal with students using their phones inappropriately in class.
- The illegal filming or recording of teachers or students at school. This includes the filming or recording of arguments and fights and the subsequent distribution to other students via social media.
- Exposing students to explicit or other inappropriate material
- Issues revolving around bullying and cyberbullying (harass, threaten, abuse, vilify or embarrass other students or staff) through text messages, photographs, videos and online chat platforms.
- Prolonged use is proven to have a negative impact on physical and mental health including brain development.

Aim

The Swansea High School Mobile Phone Policy is designed to adhere to the NSW Department of Education's ban on mobile phones in schools. The aim of this document is to ensure a clear understanding of the roles and responsibilities of students, staff and parents, in relation to the use of mobile phones at Swansea High School.

Swansea High School Approach

We are using the 'Off and Away' strategy in order to manage the use of mobile phones and their associated accessories on school grounds and during any school related activities.

Prohibited Items

Mobile phones and wireless headphones are considered prohibited items and should not be used by a student while on school grounds at any time, unless a formal exemption has been provided. Students must switch their smart watch to 'airplane mode' for the duration of the

school day. 'School grounds' extends to school excursions, sports carnivals, and other events at the school or off site where an approved school activity takes place, unless otherwise advised.

Exemptions

Students may be provided with an exemption enabling them to have use of their phone throughout the school day. This exemption will only be provided for serious physical health reasons.

Exemptions will not be provided for mental health reasons. We have assistive technology in the school (iPads and other technology) to support students if they require some assistance with their mental health (For example, mindfulness apps on iPads).

Whole Class Exemptions

Some teachers may require their class to use mobile phones during a specified lesson.

Note: Whole Class exemptions will not be provided for classes to engage in Kahoot type activities in class.

Subjects requiring exemptions:

- Photography
- Industrial Technology: Students are required to take photos of their progressive work on projects to upload to their written portfolios.
- Visual Arts: Students are required to take photos of their progressive work on projects to upload to their written portfolios.

Students Communicating with Parents:

If students wish to communicate with their parents, they must go to the front office during a break and request for their parents to be called. In an emergency, they should see their Deputy Principal to make contact and/or negotiate the use of their mobile phone (if absolutely necessary).

Parents Communicating with their Child:

We understand that we are living in a different era to when we as parents went to school. We have become accustomed to having instant communication with our children at a time that suits us. Unfortunately, with the ban on mobile phones in all NSW

government schools, this will not be possible. If parents need to make contact with their child, we ask that you contact the school's office on 49711944. If your child is leaving school early due to an appointment please email the school and/or send your child with a note so that they can get an early leaver's slip in the morning (swansea-h.school@det.nsw.edu.au). If it is an urgent matter and your child must be picked up during the day please contact the office and they will send a runner to get your child out of class.

Canteen:

Students will not be able to use their phone to pay for food at the canteen. Students will need to use cash or a card to pay for all items. The canteen has been instructed not to allow students to pay for their food using their phones.

Breach of the Mobile Phone Policy

Failure to adhere to the 'Off and Away Strategy' will result in confiscation of the phone or accessory. Confiscation will occur if students are using their phone or accessory such as air pods or smart watch in class or in the playground without permission.

If a student breaches the 'Off and Away Strategy'

The teacher will instruct the student to go immediately to their relevant Deputy Principal. The Deputy Principal will ensure the phone is confiscated and locked away for the rest of the school day. The student will return to the class or playground with a note indicating that their phone has been confiscated.

This will be logged on Sentral as a 'Phone Breach' and parents will be notified via an emailed letter.

Repeated Breaches

| | |
|-----------------------------------|--|
| <p>2nd Offence</p> | <p>The same process as above is followed.</p> <p>The student will be issued with a 2nd Phone Breach on Sentral and the parent will be contacted and asked to come and pick up the phone. The Deputy Principal will discuss strategies that may be useful in ensuring that there are no further breaches, and a student mobile phone contract will be drawn up and signed by the student and parent.</p> |
| <p>3rd Offence</p> | <p>The same process as above is followed.</p> <p>The student will be issued with a Formal Caution notifying the student that if there is another breach, the student will be suspended from school. The parent will need to come to the school to pick up the phone.</p> <p>The student mobile phone contract will be reviewed, and a reflection package will be completed by the student. The student will not be permitted to have their phone in their bag during the school day. Arrangements will be made to keep their phone at home or in a locked cabinet with the Deputy Principal's.</p> |
| <p>4th Offence</p> | <p>The same process as above is followed.</p> <p>The student will be suspended from school and a review of their Mobile Phone Contract will be completed.</p> |

NOTE: Specific circumstances and situations may require an alternate approach when considering the follow up actions for the repeated use of a phone and/or accessory.

Non-Compliance: If a student does not follow the instructions of the teacher, the teacher should call/or email the Deputy Principal immediately, so this can be followed up. This will result in further consequences in line with the school's Student Behaviour Management Support Plan. Swearing at staff for doing their job and following the school's and the Department of Education's ban on mobile phones will not be tolerated.



Swansea High School 'Off and Away Mobile Phone Strategy'

Failure to adhere to the 'Off and Away Strategy' will result in confiscation of phone or accessory. Confiscation will occur if students are using their phone or accessory (including air pods/smart watch in class or in the playground without permission.

| <u>1st Offence</u> | <u>2nd Offence</u> | <u>3rd Offence</u> | <u>4th Offence</u> |
|---|--|--|---|
| <ul style="list-style-type: none">• If breach occurs, student will be sent immediately to DP• Phone will be confiscated and locked away for the rest of the school day• Student will return to the class or playground with a note indicating that their phone has been confiscated• 'Phone Breach' on Sentral and parents/carers notified via email | <ul style="list-style-type: none">• Student to go immediately to DP and phone will be locked up• The DP will discuss strategies useful in ensuring that there are no further breaches• Student issued with 2nd 'Phone Breach' on Sentral and parent/carer asked to pick up phone• Student mobile phone contract drawn up and signed by the student and parent/carer | <ul style="list-style-type: none">• Student issued with a formal caution• Parent/carer to come to school to pick up phone• Student mobile phone contract reviewed, and a reflection package will be completed by the student• Student not permitted to have phone in their bag during the school day | <ul style="list-style-type: none">• Same process will be followed, resulting in a suspension• A review of student 'Mobile Phone Contract' will be completed |

Roles and Responsibilities

Role of the Principal

- Implement the Swansea High School Mobile Policy in accordance with the Department of Education's Mobile Phone Policy
- Support staff to efficiently implement the school's Mobile Phone Policy
- Ensure that students and their families are aware of and understand the school's Mobile Phone Policy.
- Ensure that the Mobile Phone Policy aligns with the School Behaviour Support Management Plan
- Provide all school staff with the necessary information, support and training to implement Mobile Phone Policy and procedures.
- Grant exemptions for students, as per the Exemption Procedures document:

Role of the Deputy Principals

- Implement the Swansea High School Mobile Policy
- Support staff to efficiently implement the Mobile Phone Policy
- Support staff with the necessary information, support and training to implement Mobile Phone Policy and Procedures.
- Grant exemptions for students based on the Exemptions Reasons Guide and communicate this exemption with all staff.
- Work with students and their families to ensure they are aware of and understand the school's Mobile Phone Policy.
- Put appropriate measures in place when students are in breach of the policy.
- Communicate with parents when students are in breach of the policy.

Role of all Head Teachers

- Support teachers in ensuring students are adhering to the Swansea High School Mobile Policy.

Role of all Teachers

- Report all instances of students using their phones in accordance with the Swansea High School Mobile Policy
- Follow the school's protocols on staff use of mobile phones. That is, model appropriate use of mobile phones while at the school.

Role of all Students

- Follow the Swansea High School Mobile Phone Policy
- Ensure mobile phones are off and away. This means phones are turned off and are placed away in bags for the entire school day. This includes AirPods.
- Implement strategies that may assist them if they believe they will struggle to adhere to the Mobile Phone Policy (hand phone in to office).

Role of all Parents

One of the most important relationships for schools is the relationship between the school and parents in working together to support our students. We work in partnership to help prepare our students for life after school. We ask that parents support the school's implementation of this policy and not contact students on their phones during school hours.

Frequently Asked Questions

1. Does the school have the right to take my child's phone?

Most parents are supportive and have a rational perspective when it comes to issues like this. The student will be asked to turn their phone off before handing to the teacher.

2. What happens if a student refuses to hand their phone to a teacher or Deputy Principal?

The student's parents will be called, and they will not be permitted to have their phone at school (this includes in their bag) until further notice. The student will receive a Formal Caution for refusing to comply with the NSW Department of Education's ban on mobile phones in schools.

3. What happens if my child is wearing their headphones?

This is treated the same as using their mobile phone.

4. What if I want to contact my child during the school day?

If you need to contact your child during the school day, please contact the office on 49711944. We will either relay a message, or if necessary, we will call your child to the office to talk with you.

5. What if there is a school emergency?

In case of a school emergency, we direct our students to safety first, following our school emergency protocols.

6. Are smart watches allowed?

Yes, but used only as a watch (no phone functions). Infringements will be managed in the same way as the use of a mobile phone.

7. Can my child's phone be used to pay for items at the canteen?

No. Using a mobile phone at the school canteen will not be available from 2023 (cash or card only).

8. What if classroom teachers want to complete research tasks using phones as a tool? Mobile phones are not required at school and students have access to more suitable technology such as laptops and computer rooms fo