



Mobile Phone Procedure

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Aim

The purpose of this policy is to set down the Crookwell High School procedures to comply with the statewide ban on mobile phone use in NSW Public Schools, as well as the school discipline pathways for students misusing their phones.

Context

It is important for the school to operate smoothly with minimal disruption and for students and staff to go about their activities free from bullying, intimidation, and harassment. This allows the students and staff to maximise positive outcomes and learning opportunities for all. Mobile phones, smart watches, air pods, headphones and similar portable devices are a feature in our technological society and an integral part of safety and security for parents and their children. The Department of Education (DoE) has banned Mobile Phone use in schools and has set down guidelines and procedures for dealing with mobile phone use. Parents also have expectations with regards to student use of mobile phones, including uninterrupted focus on their studies and cyber-safety, as well as accessing their children in an emergency.

Mobile Phone Use

- Students are permitted to have mobile phones secured on their person or in their bags while travelling to and from school. Students may use their phones responsibly before entering the school grounds and after leaving school grounds.
- **Mobile phones must be OFF and securely stored away during the school day in all locations, including whilst on excursions away from school.**
- The only exceptions to the ban at school will be students whose Health Care Plans directly allows use of a phone in class for other purposes (e.g. monitoring diabetes through a phone app). These plans must be sanctioned by a medical professional.
- In very limited circumstances, students may need to have access to their phones whilst on excursion, especially where there may be periods of limited direct supervision, or during very specific learning activities. If the requirement for phone access is during an excursion, then this will be reflected in the risk assessment for that activity.



Mobile Phone Procedure

Inappropriate Use of a Mobile Phone

Inappropriate use of mobile phones includes, but is not limited to:

- Connecting phones to portable devices such as smart watches, air pods, or headphones whilst at school.
- Bullying, intimidating or otherwise harassing others through SMS, text messaging or through photographic, video or other data transfer systems available on the phone.
- Recording of conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation.
- Downloading or otherwise accessing inappropriate material on the internet such as child abuse or pornographic or other offensive material.
- Filming of fights or other criminal behaviour involving students that occur at school, during school activities or while on the way to or from school.
- Using it in a way that disrupts an individual's learning or is likely to disrupt the learning environment for others or interfere with the operation of the school.
- Use that is in breach of any law.
- Mobile phones are not to be used in toilets and change rooms.

Examples like these are not only a breach of the ban on mobile phones at school but may also require notification to the Police and/or School Safety and Security, and the DoE Media Unit.

Expectations For All Students

- Students follow the expectation of having phones OFF and placing them in securely away upon arrival at school. Use of phone pouches is optional.

Student has not met the above expectations

Each Occurrence

- Student is directed to the Deputy Principal and hands over their phone without argument.
- Deputy Principal secures their phone.
- Deputy Principal notifies parents/carers of the occurrence.
- Phone is handed over to the parent/carer when they are next able to be at the school during office hours.

Student does not Comply with the above, or repeatedly fails to meet expectations

- Student is dealt with through the school discipline system for disobedience.
- Parent/carer is contacted to support the school in having the phone handed over.
- Phone is handed over to the parent/carer when they are next able to be at the school during office hours.

Staff Use of Mobile Phones in Class

Staff should not use their mobile phones in class unless the use is directly linked to the conduct of that lesson or for student wellbeing purposes (e.g. marking an online roll, using a specific app, calling the office for support). Staff should make it clear why their phone is out to the class (e.g. "I'll just mark the roll; Let me show you the accelerometer app"). Staff should not be taking personal phone calls/answering personal texts in class.



Mobile Phone Procedure

Parents Contacting Students Whilst they are at School

If parents and carers need to speak with their child whilst they are in school, they are to call the school office and arrange for a message to be sent. Parents who message their child will need to be aware that a message sent during school hours will not be accessed by the student until the end of the school day. Issues related to a student's wellbeing related to school or that could impact on them whilst at school must be conveyed by contacting the school directly as we are the first point of care for that child.