

Mobile Phone Policy

1. Purpose

Jindabyne High School has strong teaching and learning practices to support students in the classroom using various forms of appropriate technology, which maximises the benefits and minimises the risks of digital environments to prepare students for life beyond school. We foster a safe learning environment which supports and enhances each child's social and emotional health.

This policy promotes the learning, safety and wellbeing of students and the management of any risk of harm and distraction from the use of digital technology accessed via a mobile phone, headphones, or electronic devices. It was created in consultation with our Student Representative Council, Staff and in accordance with the NSW Department of Education: [Students' Use of Mobile Phones in Schools policy](#).

2. Rationale

With the widespread and increasing ownership of mobile phones and other devices among students it is critical that schools provide clear guidance for students to become informed, safe, respectful, and responsible digital citizens.

Mobile phones and other such devices have significant advantages for use in the broader community, however, their use in schools can be problematic. They can impact student learning and wellbeing and can contribute to a student's cognitive load. They can also pose a significant risk to the safety and wellbeing of students through unfiltered/unsupervised access to the internet and social networking platforms. Restricting their use at school aims to increase focus in classrooms, remove distractions and promote positive social interaction and physical activity at recess and lunch times.

3. Procedures

All mobile phones, earpieces and other communication related devices will be 'off and away' for the full school day, including before school, in the classroom, during recess and lunch. This will mean that students will have a responsibility to turn off their phone and store it safely in their school bag from when they enter the school gate in the morning until the leave their last period at the end of the day. Students will not be able to use their devices at the canteen and need to have a bank card, cash or canteen card or credit.

The procedures applying to the inappropriate use of mobile phones apply equally to the inappropriate use of tablets, portable computer games, iPods, headphones, earphones, smartwatches, and other communication devices.

Students are allowed to access portable gaming consoles during break times as long as these devices do not have the capacity to send/receive messages, access the internet or have the capacity to take photographs or video footage. We will evaluate the use of gaming devices at the end of Term 4 2023.

Students are allowed to wear smartwatches, as long as they do not use it as a mobile device. If a student is using a smartwatch as a mobile device, the watch will be treated in the same manner as if it were a mobile phone and will be confiscated. If smart watches become a common issue, they may be required to be off and away like phones, however, we are hoping students will use these responsibly. We will evaluate the use of smart watches at the end of Term 4 2023.

4. Contacting Students

Jindabyne High School accepts that parents or carers give their children mobile phones to protect them from everyday risks involving personal safety and security. It is acknowledged that providing a student with the mobile

phone gives parents or carers reassurance they can contact their child if they need to speak with them urgently outside of school hours.

Jindabyne High School understands there will always be emergencies when parents or carers need to get in contact with students or vice versa during the school day. Parents or carers can contact their child during the school day through the school office (02 6456 2346) and students will also be able to contact parents or carers through the school office if urgent. Please try to keep this to a minimum, to avoid disturbing student learning.

5. Responsibility

It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document. If a mobile phone is brought to school, it will be required to be 'off and away', meaning switched off and placed in their school bag from when they enter the school gate in the morning until the leave their last period at the end of the day. This applies in the classroom, at recess, at lunchtime and during all school activities.

6. Acceptable Use

Mobile phones are not to be used for any purpose at any time throughout the school day, without first seeking approval from the responsible classroom teacher, playground teacher or executive member. Approval will only be granted for students to use mobile phones when it is for an educational purpose, to achieve student health and wellbeing outcomes, or as part of a reasonable adjustment to enable students with specific needs to participate in education on the same basis as other students.

Exemptions maybe permitted on an individual basis. The Principal or Deputy Principal will manage individual requests from parents, carers, or students.

For security purposes, students who are required to leave their bag outside the classroom or other indoor space may place their phone inside a pocket on their person, the phone is required to be off and away and then returned to their bag at the end of the lesson.

7. Exemptions

Parents, carers, or students wishing to apply for an exemption to support learning or wellbeing will need to complete a mobile phone exemption form, attach documentation, and meet with the Principal or Deputy Principal to finalise an exemption.

Parents or carers and staff will be informed of the details of the exemption via the student's Secondary Adjustment Plan or Individual Education Plan.

8. Interventions for Using Mobile Phones

Should a student not have their mobile phone or device off and away for the full school day and use the mobile phone or device without authorisation, the teacher will request the mobile phone or device be handed in to them and it will be confiscated until the end of the day. Staff will record the names of students who have had their mobile phone or device confiscated in Sentral and the mobile phone or device will be stored in a locked cupboard in the H Block staffroom until the end of the day. Each afternoon, the Deputy Principal will retrieve the confiscated mobile phones or devices from the staffroom and return them to students outside the H-Block staffroom.

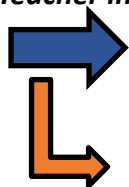
Please note, mobile phones or devices confiscated in Period 6, will be returned by the teacher at the end of the lesson, the teacher will record it on Sentral and inform the Deputy Principal.

The Deputy principal will issue consequences, dependent on how many mobile phone or device related incidents have occurred in the term (consequences reset at the beginning of each term):

1. **First incident:** mobile phone or device returned to student with a written reminder emailed to parents regarding phone or device misuse and what will happen on the second instance.
2. **Second incident:** parent contacted via phone regarding mobile phone or device misuse and informed of third instance consequences.
3. **Third incident:** student issued with formal Caution to Suspend, placed on an Orange Behaviour Expectation Card (BEC) and required to surrender mobile phone each day whilst on the BEC (if a student has a second mobile phone, friends' phone or another during this time, they go to the next consequence). Parents informed of fourth instance consequences.
4. **Fourth incident:** student placed on short suspension for unacceptable risk to health and safety, learning and/or wellbeing – 2 school days. Return from suspension conditions require student to be on an Orange BEC and surrender mobile phone or device each day whilst on the Orange BEC.

Should a student refuse to hand over the mobile phone or is argumentative, the process is as follows:

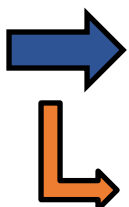
Teacher intervention. *Teacher requests mobile phone or device from student for unauthorised use*



Student complies, teacher places mobile phone or device in locked cupboard in staffroom & records on Sentral.

If the student does not comply on the first request, the teacher will remind the student that if they refuse the second request, they will be referred to the Head Teacher on Duty, Faculty Head Teach or Available Head Teacher.

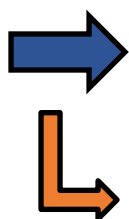
Head Teacher intervention. *Head Teacher requests mobile phone or device from student*



Student complies, Head Teacher places mobile phone or device in locked cupboard in staffroom, places student on detention & records on Sentral.

If the student does not comply on the first request, the Head Teacher will remind the student that if they refuse the second request, they will be referred to the Deputy Principal.

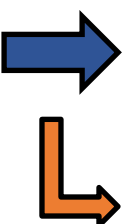
Deputy Principal intervention. *Deputy Principal requests mobile phone or device from student*



Student complies, Deputy Principal places mobile phone or device in locked cupboard in staffroom, places student on Orange BEC with mobile phone or device handed in to Deputy Principal each morning for 3 days & records on Sentral.

If the student does not comply on the first request, the Deputy Principal will remind the student that if they refuse on the second request, they will be referred to the Principal.

Principal intervention. *Principal requests mobile phone or device from student*



Student complies, Principal places mobile phone or device in locked cupboard in staffroom, places student on formal Caution of Suspension and Orange BEC with phone handed in to Deputy Principal each morning for 5 days & records on Sentral.

If the student does not comply, placed on suspension for unacceptable risk to health and safety, learning and/or wellbeing – 2 school days.

9. Misuse of Technology

It is unacceptable to use technology to:

- Bully, intimidate or otherwise harass others through messages, photographic, video, or other data transfer system available on the phone or device.
- Record conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation.
- Download or access inappropriate material on the internet such as child abuse, pornographic material, or other offensive material.
- Film arguments, fights, or other inappropriate behaviour.
- Take photos of anyone without their permission.
- Threaten the safety or wellbeing of any person.

Depending on the circumstances, action can include:

- Requiring students to hand in their mobile phones to the Deputy Principal or Principal at the beginning of the school day for collection when students go home.
- Applying student disciplinary provisions including suspension from school for unacceptable risk to health and safety, learning and/or wellbeing.
- Reporting the matter to the police.

10. Liability for damage

Students and parents are reminded that students bring mobile phones to the school at their own risk. The school accepts no responsibility for replacing lost, stolen, or damaged phones.

Confiscated phones will be stored in an envelope with the child's name on it, in a locked cupboard in the staffroom. Jindabyne High School strongly advises the use of passwords and pin numbers (and not to share these with others) to protect mobile phones from unauthorised use.

If confiscated, responsibility for the security and safekeeping of the mobile phone does rest with the school. If a confiscated mobile phone is lost or destroyed while not having been properly secured by staff, the school may be liable to compensate the student.

Mobile Phone Exemption Form

Student Name: _____ Year: _____
Parent/Carer Name: _____ Phone Number _____
Email Address: _____ Date: _____

Reason for Exemption (please tick the appropriate box). The device is:

- Used to monitor or help manage a health condition
- A negotiated adjustment to a learning program for a student with disability or learning difficulties
- Used for translation in the classroom by a student with English as an additional language
- Needed for other reasons (please explain below)

Please provide details to support your exemption request:

Please provide details of the device and its requested use:

Supporting Documentation (please tick the appropriate box and attach the document):

- Medical Certificate or letter from a doctor
- Disability Confirmation
- Letter from Counsellor, Psychologist or Health Care Professional
- Other: _____

Parent/Carer Signature: _____ Date: _____

*This form needs to be completed and returned to the Deputy Principal or the Principal.
A meeting will be held with parents/carers and student to develop a plan in consultation with all parties.*

Frequently Asked Questions

1. What if a student does not comply with the mobile phone plan and accesses it at during the school day?

As with all school rules, student refusal will result in appropriate action being taken, in accordance with the school's behaviour code/policy and outlined in the Phone Policy.

2. What if a student needs to make an urgent phone call home?

Students will be allowed to call home via the front office in arrangement with teaching staff and school administration support staff.

3. What if a student with a medical condition requires their phone to record medical information?

If your child has special medical requirements, you may apply for an exemption and varied terms of use or arrange a meeting with the school executive to discuss the best options for your child.

4. How do I arrange permission for my child to use their phone for medical reasons?

You will be able to make a request for an exemption. If appropriate, an individualised plan for usage will be developed. It will consider their medical needs and set appropriate terms and conditions for phone use.

5. What if the school goes into lockdown or lockout?

In the case of a lockout or lockdown, you will be notified via phone call or text message. You can also contact the school via the front office using the school's contact information available on the website.

6. What happens with mobile phones on excursions?

Mobile phones are not permitted to be used during school excursions taking place during school hours. If the excursion is overnight or over several days and nights, special information will be provided around phone usage.

7. What happens with mobile phones during sport?

Sporting activities will be considered part of the normal school day and phones need to be off and away.

8. How will the school manage the administration of parent enquiries?

Schools will connect with parents in the usual ways and can be contacted anytime via the front office.

9. Can students access their phones during private study or minimally supervised periods?

Students will not be permitted to access their phones during these times.

10. What if my child needs to purchase food at the canteen?

Students are encouraged to bring their physical bank or spriggy cards to school with them.

11. What if my child needs to use their phone for classwork?

The school has access to a range of other digital devices that are more suitable and conducive to student learning. If a teacher does require a device for a specific activity, students will be informed and it will only be for that lesson.

12. What happens if my child is in sick bay and the school has arranged a parent to pick them up?

Students in sick bay are constantly monitored and communicated with. Please contact the front office.

13. Will the school send a message to my child if I need to contact them?

Messages from parents to students will be passed on as usual.

14. Will my child be allowed to call me?

Students will be allowed to call you for urgent situations. If they need to urgently call home, they must advise their teacher, who will work with the front office, to contact a parent/carer if required.