



MOBILE PHONE POLICY Management Procedures 2023

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. Mobile phones, while having many positive and productive uses, can also impede focus in classrooms, increase distractions and reduce positive social interaction, while also increasing the potential for online bullying.

Following extensive consultation with schools and broader community and the [recommendations](#) from the Review into the Non educational use of Mobile Devices in schools, the Department of Education revised the use of mobile phone devices in schools in early 2023 resulting in a full ban on the use of mobile phones by students in Year 7 – 12 while at school except under specific and monitored conditions. The DoE Mobile Phone Policy can be found below. The policy will be implemented in Term 4 on Day 1 2023 Across all NSW public schools.

Following consultation within our community, students, staff and P & C are supportive of the following measures with parents also agreeing with concerns about the mobile devices intruding on face to face social interactions. Students are encouraged to spend their recess and lunchtimes in face to face socialising interactions or physical activity.

DoE Mobile Phone Policy Revised developed July 2023.

- no mobile phone use for all students in Years 7 to 12
- covers all aspects of the school day, including breaks
- covers exemptions for learning, wellbeing or medical purposes
- covers all school organised events – excursions, sports carnivals, etc
- covers the use of canteen and other services students may pay for (cashless transactions).

Schools should select one of five options to manage mobile phones at their school:

- Phones Off and Away
- Phones collected and stored in Classroom
- Phones in Lockers
- Phones stored in the Office
- Pouches

Following consultation with the students, staff, SRC and P & C, the option of 'Off and Away' has been selected.

'Off and Away' Management Procedures

The new mobile devices management plan at Cheltenham GHS applies to mobile phone devices and will occur during all school hours, including break times such as during lunch and recess, as well as while students are on school-based excursions.

Students will still be able to carry their phones while travelling to and from school.

Students must check on Sentral for daily changes before arriving at school and the phone must be turned off and put into bags when entering the gates. Subsequent checks for room changes and notifications may be done on a laptop device at the end of each lesson.

Air pods are not permitted because if the phone is off and away, there is no access to the phone device.

Smart watches must not be used in place of a phone to take or make calls and text messages.

Payments at the canteen must be made using a (physical) card. You may not use your phone or smart watch.

Contact with parents

If the student has an emergency they will be able to call home via the front office.

If a student is unwell at any time, she is required to go to the front office where she will receive support and assistance. Mobile phones must **not be used to by-pass school procedures** in relation to school-parent contact such as the official notification of student illness. The school has a duty to provide first aid and students must ensure the office is aware that they need assistance. Schools are required to provide first aid and appropriate medical attention so all illness/accidents must be first reported to the front office.

Parents who wish to contact their daughter during the school day should have compelling and or urgent reasons to do so. Parents who need to speak with their daughter for compelling and or urgent reasons should contact the front office who will arrange for their daughter to call the them back. Front Office 02 986 4481

School staff can allow students to use their mobile phones in specific circumstances, such as for an educational purpose in class time. It may also be for specific cases related to wellbeing or to support students with specific needs, however, these cases will be assessed individually and staff will be notified of any student with an exemption.

Exemptions

Parents/Carers and students wishing to apply for an exemption will need to make an application to the relevant year Deputy Principal and provide supporting documentation. Examples of this may be that the student monitors their insulin levels using a mobile phone or a student who is participating in a return to school program through wellbeing and or health care program.

Procedures for Non-Compliance to the Policy.

First Occurrence: The student is sent to the office with another student and hands device in to the office staff who place it in an envelope, which will be securely stored until collected by the student at the end of the day. The student returns to the classroom with a slip from the front office, which is given to the teacher, showing the mobile phone is secure at the office. The student collects the phone from the relevant Deputy principal at the end of the day and explains why they were using their device.

Second Occurrence: The teacher removes the phone to take to the office, or the student is sent to the office with another student and hands the device in to the office staff who place it in an envelope, which will be securely stored until collected by the student at the end of the day. The student returns to the classroom with a slip from the front office, which is given to the teacher, showing the mobile phone is secure at the office. Parents/ carers will be notified by the appropriate Deputy Principal that it is the second occurrence.

Third Occurrence: The student is sent to the office with another student and hands device in to the office staff who place it in an envelope, which will be securely stored until collected by the student at the end of the day. The student returns to the classroom with a slip from the front office, which is given to the teacher, showing the mobile phone is secure at the office. The parents/carers are contacted by the Deputy Principal with a request to collect the device from the office. If the parent is unavailable to collect the phone, the student will collect their phone prior to going home. The student will be issued with a detention for Continued Disobedience. The student and parents/carers will be asked to meet with the Deputy Principal to discuss the student's refusal to comply with the DoE Mobile Phone Policy.

Further incidents will be managed on an individual basis and may include Formal Caution and/or Suspension if the student is continuing to be disobedient in relation to the Mobile phone policy. Failure to attend detentions will result in a Formal Caution.

Refusal to comply with this policy or hand in device to office: Student and parents/carers will be asked to meet with the Deputy Principal to discuss their child's refusal to comply with the school's Mobile Phone policy. There may be further disciplinary actions taken.

Additional responsibilities regarding mobile phone usage

- Mobile phones must not be used to record images of students or teachers or to make a recording of students' or teachers' voices unless the recording forms part of an approved classroom activity.
- Mobile phones are strictly prohibited in exams rooms or disability provisions rooms when examinations are in progress.
- Liability for loss or damage to a mobile phone is not accepted by the school. If a phone is found to be missing, the student should report the matter to the class teacher or Deputy Principal as soon as possible. Whilst every reasonable effort will be made to investigate, recovery is not always possible.
- Students who engage in cyber bullying and /or harassment using their mobile phone may be reported to the police and school disciplinary processes will be applied as per below.
- Students with high wellbeing needs are not exempt from this policy.

Student Behaviour Management

Students need to be aware of the state-wide procedures for '*Student Management Behaviour Procedures K to Year 12*' as implemented from October 2022. Students need to be aware that suspension may occur for the following reasons which relate to the use of mobile phones. The behaviour;

- poses an unacceptable risk to health and safety, learning, and/or the wellbeing of any person,
- causes actual harm or unacceptable risk to health, safety, learning and/or the wellbeing of any person may include the student exhibiting the behaviour/s of concern.

Examples may include; Bullying and cyber-bullying and mis-use of technology.

Parents are encouraged to support the school in the management of mobile phone use and restrictions.

The mobile phone policy will be supported with the following cyber awareness educational programs, relevant to each year group. These programs aim to support responsible student self regulation with use of devices;

Digital citizenship lessons – Year 7

Brainstorm incursions -Year 7 - 10

Cyber safety sessions – all years

Antibullying programs – all years

Research curation and research techniques – as required by each subject

PDHPE lessons – digital footprint, cyber safety (all years), healthy relationships, antibullying, digital detox

Senior: Life Ready program and digital safety.

Parents are supported through P & C seminars;

Cyber safety: <https://www.esafety.gov.au/parents> <https://youtu.be/FViw1JkYQMQ>

School TV

Wellbeing and Cyber Safety Workshops for Parents: Yallambee Newsletters (3 per term)

This policy should be read in conjunction with;

Department of Education Behaviour Code for students at school

<https://education.nsw.gov.au/content/dam/main-education/policy-library/public/implementation-documents/pd-2006-0316-06.pdf>

Student use of digital devices and online services

<https://education.nsw.gov.au/policy-library/policies/pd-2020-0471>

CGHS Wellbeing Policy (includes Antibullying policy)

<https://cheltenham-h.schools.nsw.gov.au/about-our-school/rules-and-policies.html>

CGHS Technology use charter signed by all students parents each year.

<https://cheltenham-h.schools.nsw.gov.au/about-our-school/rules-and-policies.html>

Confiscation of Student Property

<https://education.nsw.gov.au/rights-and-accountability/legal-issues-bulletins/confiscation-of-student-property>

This document will be revised annually.