

## MOBILE PHONE POLICY Revised 2021

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. To achieve this, Cheltenham Girls' High School will maintain high standards of student behaviour. This mobile phone policy seeks to make clear the responsibilities of all students in relation to the use of mobile phones.

This mobile phone policy was revised in 2021 in consultation with the senior student leadership, SRC, the P & C and the staff. The staff and P & C are supportive of these measures with parents expressing concern 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.

- Students may use their mobile phone at school to check Sentral until the end of **roll call** each day. Following the finish of roll call, all mobile phones must be turned off and placed into the student's school bag for the remainder of the day. They are not to be placed on the table during lesson time. They may be removed from bags and turned back on after the final school bell of the day.

Exceptions to this rule are;

- When a teacher requests that a student use their mobile phone in the course of the lesson for educational reasons.
- When paying for your lunch via Eftpos at the canteen. You must only have your phone out while making a payment.

In recognition of the social and emotional development of senior students and to support self regulation and responsibility in using a mobile device, **Year 11 and 12** may as a senior privilege use their mobile phones **at recess and lunch time** in the designated area only. For Year 12 this will be in your senior study room and verandah areas and the Year 12 bush seating area. Year 11 this will be permitted on the Beecroft Road driveway area only. Permanent seating cannot be installed in this area due to egress for ambulance services and other building work access. All other playground areas and toilets are mobile free areas. Year 11 and 12 are not permitted to use their mobile phone during class time as per above. A breach of these conditions may result in removal of these privileges.

### 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

**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 Formal Caution for continued disobedience. The student and parents/carers will be asked to meet with the Deputy Principal to discuss their refusal to comply with the school Mobile Phone Policy.

Further incidents will be managed on an individual basis and may include detention and/or suspension if the student is continually disobedient.

**Refusal to 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**

- If a student is unwell at any time, she is required to go to the front office where she will receive support and assistance. The school has a duty to provide first aid and students must ensure the office is aware that they need 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. Schools are required to provide first aid and appropriate medical attention so all illness must be reported to the front office.
- 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.
- Students with high wellbeing needs are not exempt from this policy

Students need to be aware of the state-wide procedures for 'Suspension and Expulsion of Students' as implemented from January 2011. Students need to be aware that suspension may occur for the following reasons which relate to the use of mobile phones: hostile behaviour directed towards students, members of staff or other persons, including verbal abuse and abuse transmitted electronically such as by email or SMS text messages. In addition, these procedures apply to the behaviour of students at school, on the way to and from school and while away from the school site on school endorsed activities.

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/FViv1JkYQMQ>

School TV

Wellbeing and Cyber Safety Workshops for Parents: Yallambee Newsletters

This policy should be read in conjunction with;

**Department of Education Behaviour Code for students at school**

<https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement/student-behaviour/behaviour-code>

**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>

This document will be revised annually.