



### 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.

Department of Education Behaviour Code for students that relates to mobile phone use at school can be found at; <https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement/student-behaviour/behaviour-code>

#### Student Discipline 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.

- Students must keep their mobile phone turned off and in their bag at all times while at school.
- Mobile phones should only be used by students on the way to and from school. Once at school, mobile phones are to be turned off and are not to be used during class time, unless instructed by the teacher for learning purposes, or at recess or lunchtime.
- This will be strictly enforced with Year 7, 8 and 9 in 2021 as we move towards a phased in mobile phone free school.
- Year 10, 11 and 12 are not permitted to use mobile phone in class time or have them on the table for any reason except where the teacher has indicated, and it is recommended they will keep their phones in their school bags at recess and lunch in favour of socialising face to face. Seniors who choose to sit in junior playground areas must not have their phone out. Years 10, 11 and 12 must comply with staff directions to put the mobile phone away.
- Students who are leaving the classroom to go to toilet or to fill water bottles, will be directed to leave their mobile phone on the teacher's desk for collection on return.
- Students are not permitted to use their mobile phone in the hallways as this is a safety issue with so much student traffic and stairwells.
- The front foyer is not a mobile phone refuge. Students are not permitted to use their mobile phone in the foyer unless requested to by the office staff.
- The P & C are supportive of this measure 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.
- If a student is unwell at any time, they are required to go to the front office where they will receive support and assistance. The school has a duty to provide first aid and students must ensure the office first place they report when 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.

- Mobil phones must not be used to engage in 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, Instagram, TikTok and Snapchat or other social media platforms.
- Mobile phones are strictly prohibited in exams rooms and during examinations including NAPLAN and Best Start or in disability provisions rooms
- 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.  
(Refer to Anti Bullying Policy)

### **Procedures for Non-Compliance to the Policy.**

**First Occurrence:** The teacher removes the phone to take to the office, or 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.

**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 teacher removes the phone to take to the office, or 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

**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.