



HEATHFIELD
HIGH SCHOOL

MOBILE PHONE POLICY

CREATED: 6/23
LAST UPDATED: 8/25
REVIEW DATE: 2/26

PHONES OFF WHILE SCHOOL IS ON

The State Government has banned mobile phones in all public high schools.

This policy:

- requires students in all government schools to keep their personal devices, including mobile phones, off and away between the start and end of each school day and while attending authorised school activities off-site.
- allows for circumstances where students may be given an exemption to use their personal device during the school day for a specific, agreed purpose.
- helps schools to manage student mobile phones and personal devices that are brought to school.

All students at Heathfield High School will be required to have their mobile phones and personal devices off and away in their bags for the whole school day, including break times.

HEATHFIELD HIGH SCHOOL MOBILE PHONE POLICY

Our school understands students' attachment to their mobile phone and other electronic devices. Students often feel disconnected without them and we believe some may need to have the devices with them at school for various reasons.

- Students are required to keep their personal devices including mobile phones switched off and away between the start and end of each school day and while attending authorised off site school activities (camps and excursions). This also includes school sport and after hour commitments.

This includes:

- Mobile/smart phones
- Smart watches and other devices that can send or receive calls/messages or connect to a cellular network
- Student's own devices such as: iPad, tablets including air pods/earphones

The purpose of this policy

The mobile phone and personal device policy from the Department for Education supports:

- A safe environment with reduced negative impacts of inappropriate use of devices at schools such as cyberbullying, exposure to harmful content and/or critical incidents that involve mobile phones
- Classroom environments where teachers can teach, students can learn free from distractions caused by personal use of devices
- Use of breaks away from screens, encouraging physical play, social interactions through activities such as clubs and face to face connection with peers

Supporting the policy

Role of the Student

- Understand they bring mobile phones or any electronic devices to school at their own risk.
- Students can access their personal device while travelling to and from school.
- Advise employers of the ban and organise communication out of school hours.
- Understand canteen orders or payments can only be made by cash, card or order through the QKR app.
- Technology will be available only for approved learning activities.
- Be respectful of other student's property and their rights.
- Do not let other people use their mobile phone/electronic device.
- Keep passwords safe.
- Adhere to the rules of the policy.

Role of the Teacher/Support staff

- Support the application of the policy to ensure learning is undertaken without disruption.
- Clearly communicate the expectations for the class in relation to mobile phones and other electronic devices.
- Teachers/support staff will apply the school's behaviour management process when a student breaches the policy.
- Teachers/support staff will communicate with student services/parents/caregivers regarding any issues arising from student use of mobile phones/electronic devices.

Role of the Parent/Caregiver

- Be supportive of Heathfield High School's endeavours to create a safe and effective learning environment.
- Work with their student to understand and accept the policy.
- Discuss with their student about the merits of taking a mobile phone/electronic device to school.
- Not to call their student directly at school but to communicate via student services.
- Understand canteen orders or payments can only be made by cash, card or order through the QKR app. If appropriate, help your student to organise/plan for canteen payments.
- If appropriate, organise for a non-smart watch.
- If appropriate discuss the use of headphones and laptop applications

You may consider a reset

- Ensuring phones are switched off and not used at specific times of day (e.g., family meals, homework).
- Ensuring phones or devices are not used in bedrooms at agreed times.
- Having an overnight charging area out of bedrooms.
- Putting phones face down when talking face to face to each other. Limit scrolling of media and use of devices.

When not to use a mobile phone at school

- To check the time. Laptops have the time displayed digitally.
- Parent contact. Should a parent need to contact a student they should call the school and a message will be relayed.
- Work contact. A school phone will be provided to contact an employer, if necessary, through the Year Level Leaders and the Faculty Leaders.
- Parent contact. During an emergency, such as a bushfire, students should not call parents, relatives, or friends. This may cause the parents, relatives, or friends to place their lives at risk by coming to the school when a dangerous situation is occurring. One example could be a decision to drive into a bushfire area to retrieve their student when it is:
 - (a) unnecessary and
 - (b) dangerous
- Mobile phones/electronic devices should not be used to record images or actions of others without their permission. (Illegal Act)
- The recording of a person's voice or image without permission is illegal and the uploading of such files to the internet can constitute an offence. There could be legal implications for students who access, record, or transmit any inappropriate or unapproved material.

Consequences of inappropriate use of mobile phones/electronic devices

If students use a personal device without an approved exemption, or use it inappropriately, these consequences will occur:

1. If a teacher/support staff member sees a student accessing their phone in lesson, they are breaching the Department of Education mobile phone policy.
2. It is the teacher/support staff member's responsibility to notify the student they have breached the policy; the student will need to take their phone to student services.
3. If a teacher/support staff member sees a student accessing their phone during break time they will confiscate the device, take it to student services and the following process will be enacted.
4. The phone will be stored at student services until the end of the school day.
5. A note on Daymap (Behaviour Record) will be recorded and communication will be sent to the parents.
6. Parents will be asked to collect the phone by 4pm or make an alternative arrangement
7. If a student breaches the policy for a second time, the same process should be followed but the relevant Year Level Leader will be notified. Parents will be asked to collect the phone by 4pm.
8. Subsequently, the device will be handed in to student services before home group and collected after lesson 6 each day for a 10-week period.

If the teacher/support staff member has cause to suspect illegal use of the device, it will be handed onto the appropriate Assistant Principal or Principal for further investigation.

Should a student refuse to hand their device to a teacher or a support staff member when requested, they are refusing a reasonable teacher/SSO directive. This action could result in suspension.

Consequences of inappropriate use of mobile phones/electronic devices

LEVEL	BEHAVIOUR	RESPONSE
Positive, inclusive respectful behaviour	Device is switched off and away in bag	Positive reinforcement
1. Off task/noncompliance	Phone/electronic device is out during school time including breaks	Confiscation <ul style="list-style-type: none"> • Device handed to student services • Daymap behaviour record noted (including contact to student services) • Student Services to contact parent • Parents collect device before 4pm (end of day)
2. Persistent off task behaviour	Breach of policy: phone/electronic device is out for a second time	Breach <ul style="list-style-type: none"> • As above • Year Level Leader to follow up with behaviour contract • From then on student hands in device to student services before homegroup and collect after lesson 6 for a period of 10 weeks
3. Challenging and or complex behaviour	Breach of policy: Phone/electronic device is in non-compliance with policy	<ul style="list-style-type: none"> • As above • Parents contacted to take student home for suspension with re-entry conditions agreed to and applied

Mobile devices that are confiscated during the day will be stored securely at student services.

Exemptions

Some students have legitimate reasons for needing access to their personal devices during school hours, these can but are not limited to:

- The device is used to manage a medical condition.
- The device is a negotiated adjustment to a learning program for a student with a verified disability.
- The device is used for translation by a student with English as an additional language
- The student has extenuating personal circumstances; this will require a meeting with a member of the leadership team who may or may not grant an exemption.

In the first instance, parents are required in these above circumstances to contact the Year Level Leader to discuss additional ways to support the student. The parent/caregiver may be asked to provide supporting documentation for the exemption. If approved the exemption will be recorded in Daymap and communicated to teachers and support staff members.

Process

1. Parent contacts the relevant Year Level Leader to request an exemption.
2. Year Level Leader will present evidence of supporting documentation to the executive team for consensus and potential approval.
3. If accepted, the exemption will be placed on Daymap by the Year Level Leader who will communicate to teachers and support staff member that a pass will issued- preferably for a set period of time (unless there are exceptional circumstances or the device is used to support a student with a disability).
4. Student to sign a contract in which they agree to only use the device for approved purposes.

Learning Exemptions: In specific subject areas

Teachers have a pre-arranged approval from the Senior Executive Team to use devices.