



Mulwree High School

MOBILE PHONES

DoE Link (s): <https://education.nsw.gov.au/about-us/strategies-and-reports/our-reports-and-reviews/mobile-devices-in-schools/review-into-the-non-educational-use-of-mobile-devices-in-nsw-schools>

Policy Rationale:

- The school acknowledge that these devices may be important for student safety and for convenient contact amongst many families outside of school hours
- The personal use of mobiles phones in classes disrupts learning
- The personal use of mobile phones in the playground inhibits socialisation
- Mobile phones are associated with cyber-bullying

Procedures:

a. On school grounds

- Students are not to use phones on school grounds. Mobile phones are to be switched off or on silent and in a Yondr pouch, school bag or locker from the time students enter the school grounds until leaving the grounds.
- Phones must be on silent. Phones ringing in pouch or school bag will be handed into the office.
- Mobile phones cannot be used during breaks or between lessons.
- Mobile phones may not be used to record, video or photograph any person at school.
- Students with mobile phones may not use these to engage in personal attacks, harass another student or staff member, or post private information about another person using electronic devices, for instance messages, taking/sending photographs or objectionable images, social media posts or phone calls. Students using mobile phones to harass other students will face disciplinary action as outlined in the School's Discipline Policy.
- The use of phones to request, send or show sexually explicit material will be reported to the police and will be managed as per the NSW Department of Education Suspension and Expulsion policy.

b. Excursions

- Mobile phones can be taken on excursions and sporting visits, but must be left in bags and only used on the bus, unless permission is given for their educational use.
- Students may use their mobile phones to contact parents on the way home to advise of approximate arrival times.

c. Parent/carer Contact

Should Parents/ Carers need to contact their student they can:

- Call the office to get a message conveyed to their child – 4821 4499
- Call the office and ask to speak to the child. The office will then send for the child and ring the parent back.

Should students need to contact their parent/carer they can:

- See their Year Advisor or Deputy Principal who will allow the use of the school phone and a quiet and private space to make a call.

d. Theft, Damage or loss

- Students who lose their pouch will purchase a replacement for \$12 from the front office
- Mobile Phones that are found in the school and whose owner cannot be located should be handed in to the front office.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones either on school grounds or while travelling to and from school.
- Physical damage to the pouch in an attempt to circumvent its intended purpose (Ex: Discoloration, pen marks, bent pin or stripped lock inside the pouch) will require the student to purchase a new pouch and their phone to be at the office until the pouch is replaced.

Process:

- Mobile phones are not to be used on school grounds. At the beginning of the 2023 school year every student was assigned a personal Yondr Pouch with their name, similar to being assigned a textbook. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.
- Year 7 students and students who arrive after 2023 will be given a Yondr pouch if their phone is unable to be kept in a school bag or locker.

As students enter through the school gates they will:

- 1) Turn their phone off
- 2) Place their phone in their Yondr pouch, school bag or make their way directly to their locker to store the phone for the day

If using a Yondr pouch; as students exit through the school gates they will:

- 1) Unlock their pouch using an Unlocking Base at a Building Exit(s).
- 2) Remove their phone from their pouch.
- 3) Securely close their empty pouch and place it in their backpack for the next day.

Follow-up:

- i. Students who are using their phones, leave their phones turned on or not out of sight will be directed to take their phones to the office to be handed in and kept safe. The office will make a record on Sentral.
- ii. The office staff will record the student's name, date, and teacher.
 - Students write their name on a paper bag and place their turned off phone inside.
 - The student then receives from the office a green slip which contains their name, date and office signature
 - The teacher retains the green slip when the student returns from the office
 - Parents are emailed at the end of the day
 - Student collects the phone at the end of the school day
- iii. If a student refuses to follow this policy, a Deputy Principal will contact parents and issue "Formal Warning of Suspension" for not following the school's Code of Behaviour.

- iv. Ongoing and inappropriate mobile phone use, may be considered to be 'Continued Disobedience' and subject to Clause 6.2 of the Suspension and Expulsion of School Students – Procedures, which states:
- “...the principal may choose to impose a short suspension of up to and including 4 school days”

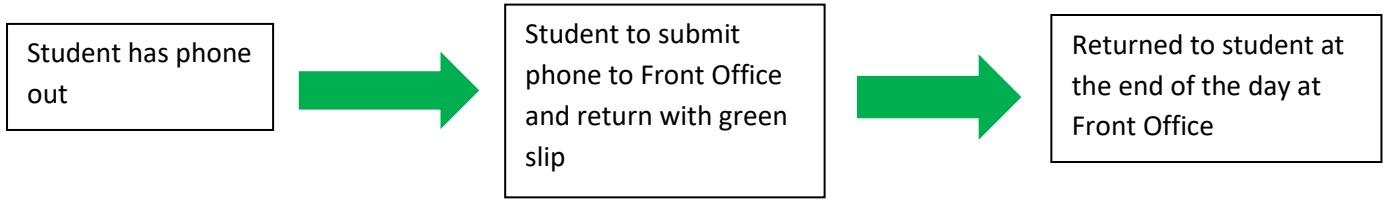
Disciplinary Action for 2 or more incidents of mobile phone use

- 1) Principal will phone parent/carer
- 2) Suspension Warning issued for continued disobedience
- 3) Another incident of phone use after a Warning of Suspension has been issued will result in a short suspension

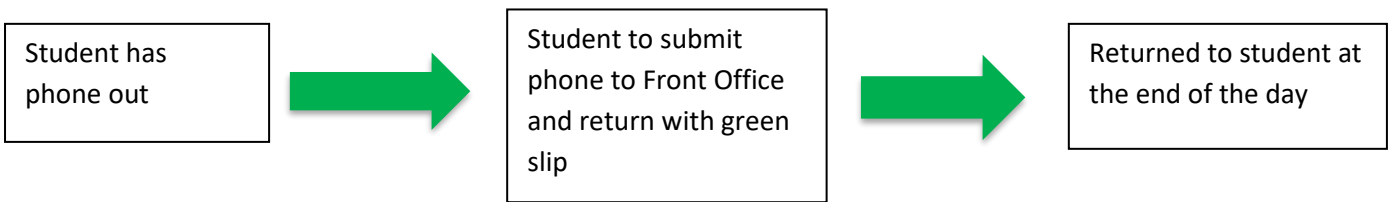
Exemptions

- Use of mobile phones will be permitted at any time for students with medical issues who require their phone. This may include students with diabetes.
- Students with exemptions will have the following;
 - Variation of Routine Card
 - Flagged on Sentral student profile
- Students with a telehealth appointment can use their phone for the phone call

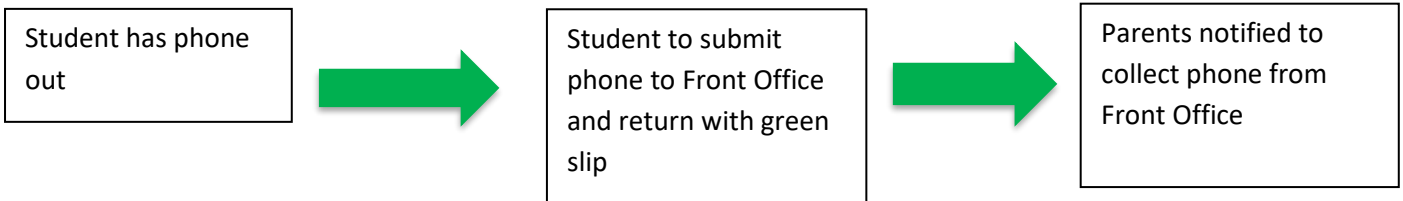
1st Incident - Recorded on Sentral/ parents/carers informed via email



2nd Incident – Recorded on Sentral – Parents Notified, Warning of Suspension issued by DP for not following instructions



3rd Incident – Recorded on Sentral – Student Suspended for Continual Disobedience



Review

The principal and Executive staff will review this procedure annually.