



MOBILE PHONE & DIGITAL DEVICE

School Expectations and Procedures

Last Updated: 09/10/23





Impact of mobile digital devices in schools

<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>

Jerrabomberra High School

Mobile Device School Expectations and Procedures

Rationale

At Jerrabomberra High School we realise that mobile phones and devices are important modern day and educational tools. In addition, we also understand that students can benefit from the use of these devices when the learning environment provides safe and respectful structures around their use. We also appreciate and understand that mobile phones can have a negative impact on the wellbeing and mental health of students if not used appropriately. The purpose of these procedures is to set the expectations and behaviours for the use of mobile phones and devices which are consistent with the values and beliefs of the Jerrabomberra High School community.

Student Expectations

- If a student chooses to bring a mobile device to school it is at their own risk. The school will not be involved in any disputes over damage, loss or theft.
- Students are to have their phones switched off or on silent while at school.
- Students **are not** permitted to use their phones or mobile devices during break times
- Students **are not** permitted to use their phone or mobile devices during class.
- Mobile devices include mobile phones, ipads/ipods/mp3 players/airpods/ear phones/headphones.
- Students are permitted to take their mobile phones on excursions, however this is at their own risk and they are not to be used unless the teacher approves their use.

Inappropriate Mobile Phone and Device Use

- Students are not to use their mobile devices to harass, bully, threaten or intimidate other students, staff or community members **or** to incite, invade the privacy of others (taking video or photographs) or engage in any type of cyberbullying behaviours.
- The use of phones or digital devices to request, send or show sexually explicit material will be reported to the police and will be managed in line with the schools **Discipline and Wellbeing Policy**.
- Using phone or mobile devices in a way which disrupt the learning of others or the operation of the school.
- Recording of conversations, teaching and learning or other people without their permission or knowledge.
- Using a phone or mobile device to film and transmit violent behaviours.
- Using phones or digital devices to research inappropriate material including material of a sexual or offensive nature.



School Management of Mobile Phones

During Class

1. Students accessing their phone or mobile devices during class without the permission or direction of their teacher will immediately have their phone and/or mobile device confiscated.
2. Confiscated devices will be taken to the front office and locked in the school safe.
3. The teacher will record this incident on Compass, and make proactive contact with the students parent/carer.
4. Students who are “repeat” offenders (more than twice having their devices confiscated) will require their parents to attend the school to collect their devices – these devices will remain in the school safe until the parent arranges this collection.
 - a. The teacher will work with their head teacher to create an appropriate intervention. The head teacher or teacher will contact the parent/carer of the student.
5. Students who consistently have their phone or mobile devices confiscated will have their ability to bring their devices to school restricted. This will be coordinated in consultation between the teacher, head teacher and deputy principal, who will communicate this to the family.

Staff should ask students to TURN OFF their phone or mobile devices when confiscating for privacy reasons

During Breaks

1. Students are not permitted to use their phone or mobile devices during break times. Students using their phone or mobile devices during break times will have their devices immediately confiscated
2. The phone or mobile device is to be taken to the front office where it will be available for collection at the end of the day
3. If a student refuses to hand over their phone or mobile devices, staff will work with the head teacher in developing an appropriate intervention for the student, in consultation with the Deputy Principal and the students parent/carer.
4. Students who consistently have their phone or mobile devices confiscated will have their ability to bring their mobile phone to school restricted. This will be coordinated in consultation between the teacher, head teacher and deputy principal, who will communicate this to the family.

Staff should ask students to TURN OFF their phone or mobile devices when confiscating for privacy reasons



Responsibility

These expectations and procedures apply to our parents/carers, staff and students.

<p style="text-align: center;">Students</p>	<ul style="list-style-type: none"> • To turn phone or mobile device off or on silent and leave in bag or locker • To leave in bag or locker from arrival at school, during class and breaks, up until the departure from school unless given permission by the Deputy Principal or Principal • To follow the instructions of teachers in the use of phone or mobile devices • To follow the instructions of teachers if it comes to the confiscation of their phone or mobile devices.
<p style="text-align: center;">Parent/Carers</p>	<ul style="list-style-type: none"> • If parents/carers need to contact their child during school time, they should contact the Jerrabomberra High School front office and the student will be collected and brought to the front office as required – ph 62174600 • In some rare cases we appreciate that families will require the need to remain in contact with their child throughout a day for example, illness of a family member, or other emergencies – if you require your child to access their phone during the day, please contact the Deputy Principal or Principal who will arrange a pass for the student to have their phone more accessible throughout the day. • Parents are asked not to call their child throughout the day on their mobile phone – this will support us in banning the use of phones during the school day
<p style="text-align: center;">Classroom Teachers</p>	<ul style="list-style-type: none"> • Teachers will enforce our expectations around the use of phones or mobile devices consistently across the school. This will include the confiscation of phones where appropriate, with the phone or mobile devices being delivered immediately to the front office at the conclusion of the lesson or break. • It will be the responsibility of teachers to record any inappropriate incidents regarding the use of phones or mobile devices in Compass, and follow up with appropriate interventions. • Teachers are able to have a phone on them during all times of their school day. It is expected that teachers will not engage in the use of their mobile devices during class time unless it is with an educational purpose or in the case of an emergency. • Teachers may carry their phones during break times for WH&S reasons. It is expected the only use during playground supervision times is to communicate with the Head Teacher on duty or in the case of an emergency.



	<ul style="list-style-type: none"> Head Teachers will enforce our expectations around the use of phones or mobile devices consistently across the school. This will include supporting teachers in the management of phones or mobile devices.
Head Teacher	<ul style="list-style-type: none"> Head Teachers may be involved in the intervention strategies implemented for certain students around the use of phones or mobile devices in the classroom and playground. Head Teachers are able to have a phone on them at all times of the school day. They may at times need to check their phones during class times due to operational reasons. Head Teachers may carry their phones during break times for WH&S, emergency and operational purposes.
Senior Executive	<ul style="list-style-type: none"> The Deputy Principal or Principal will support teachers and Head Teachers in the implementation of these expectations The Deputy Principal or Principal may be involved in the design of individual student plans and interventions around the use of phones or mobile devices at Jerrabomberra High School Students with continued negative interactions in the use of mobile phones will end up having a meeting to discuss and design appropriate interventions with the Deputy Principal or Principal, Parent/Carer and any appropriate authorities (for example NSW Police)

CONSULTATION	
Student Consultation	07/08/2023
P&C Consultation	17/08/2023
Exec Consultation	14/08/2023
Staff Consultation	19/08/2023



FAQ's

1. How will my child check the time?
 - We encourage all students to wear a watch to allow them to track the time throughout the day. Students will still also be able to check the time during class using their computer. In addition, the school has purchased clocks for every classroom so students without watches are not disadvantaged.
2. How will students check their timetable?
 - Students are encouraged to check their timetable before commencing school each day. During the day, teachers will give students an opportunity to check compass at the conclusion of the preceding lesson before going to break. Students who would like a printed timetable can collect one from student services. Students who require multiple copies of a printed timetable may be charged a printing cost.
3. How will my child pay for lunch at the canteen?
 - Students are encouraged to bring a debit card or cash to pay at the canteen. Families who are unable to provide this are encouraged to order online via the compass app.
4. How will I contact my child throughout the day?
 - Parents/carers who need to contact their child are asked to call the front office on 0262174600 and a message will be passed along to your child
5. My uses their phone as a calculator – what will they do?
 - Parents are asked to purchase a scientific calculator for their child.
6. My child requires a phone for a medical condition – how do I organise this?
 - Students who require a phone for a medical condition, for example monitoring diabetes, will be given an exemption to have their mobile phone at school for the purpose of their medical condition. This will be in consultation with the Deputy Principal.
7. My child has anxiety and needs to call me throughout the day – is this considered a medical reason to have a phone.
 - No. Students requiring support at school for any social/emotional circumstance are encouraged to seek support from the school counsellor, SSO, Deputy Principal or Year Advisor. Parents will be contacted in the event of your child being distressed and requiring contact with you.

** A reminder that mobile phones are not permitted to be used for hot spotting, listening to music, checking the time or any other activity at school unless approved by the Principal or Deputy Principal. **

I acknowledge that I have read and understand the policies and guidelines within this document provided by Jerrabomberra High School.

I understand it is my responsibility to comply with and implement all policies and procedures included in the 'Sample Policy'.

I have signed the policy register.

HTs will have a register that staff have to sign once they have reviewed the policies/update