



# Caringbah High School

## Mobile Phone Policy

In accordance with the NSW Government ban on using mobile phones at schools (October 2023) and the NSW Department of Education: *Students' Use of Mobile Phones in Schools Policy*, Caringbah High School requires all students have their phones and earbuds off and stored safely in their school bag for the entire school day, including recess and lunch. This is to occur from the moment students enter the school grounds until the end of the school day – gate to gate. Students are able to access their phones and ear buds after leaving the school grounds at the end of the day.

This approach is approved NSW Department of Education and aims to limit unnecessary distractions, support focused learning and promote positive social interactions in a safe and supportive environment. This policy extends to earbuds as well.

This policy is reviewed annually.

The table below outlines the support and consequences for mobile phone and earbud breaches.

### Mobile Phone/Behaviour Support Levels Sequence

First Incident	Teacher asks student to report to DP to hand in their phone. Verbal warning from DP. Phone is confiscated. Student can pick up phone after 3:05pm. DP issues a mobile phone slip that the student must return to the teacher, confirming that the phone has been handed in. Warning letter emailed to parents and students.
Second incident	Teacher asks student to report to DP to hand in their phone. Level 1* and lunch detention issued. Phone is confiscated. Student to pick up phone from DP after 3.05pm. Level 1 notification emailed to parents and student.
Third Incident	Teacher asks student to report to DP to hand in their phone. Level 2* and after-school detention issued for persistent non-compliance. Phone is confiscated. Parent to pick phone from office. Level 2 notification emailed to parents and student.
Fourth incident	Level 3* formal caution of suspension and two after school detentions issued. Phone is confiscated, parent to collect phone from office. Level 3 notification emailed to parents and student.
Fifth incident	Suspension from school. Phone is confiscated, parent to collect phone from office. Suspension paperwork issued to parents.

\* From level 2 onwards, exclusion from representing the school and excursions apply (excluding mandatory excursions). Please refer to the CHS Behaviour Support and Management Plan for further details.



# Common Student FAQ

## Mobile Phone Policy

- 1. Can I use my phone before and after the school day?** As soon as you arrive at school, all mobile phones must be switched off and stowed away as specified in the school's mobile phone strategy. Ear buds are not permitted. Mobile phones and ear buds cannot be accessed until you leave the school grounds at the end of the day. This means NO mobile phones or earbuds at all in classes or the playground, at recess or lunch, not even to check the time or your timetable.
- 2. What if I need to contact my parent/carer during the school day?** As always, in an emergency, you will be able to call home through the school office.
- 3. What if my parent/carer needs to contact me in the event of an emergency?** In the case of an emergency, your parent/carer can contact the school office using the school's number published on the website. A message will then be passed on to you by your teacher, if required.
- 4. What if I have a medical condition that requires me to use my phone to record or monitor medical information?** If you require the use of a mobile phone for medical reasons, you need to apply for an exemption. If an exemption is granted, details will be included in your individual education plan. An example of this is a student with diabetes who needs to monitor their blood sugars with an app on their phone.
- 5. What if the school goes into lockdown or lockout?** In the case of a lockout or lockdown, the school will communicate directly with parents/carers as required. If needed, parents can also contact the school via the front office using the school's contact information available on the website.
- 6. I use my phone to purchase food from the canteen or buy uniform items.** Students should bring a physical EFTPOS/debit card to school to enable cashless transactions. Phones **are not** permitted for this purpose.
- 7. I have a job. How can my employer contact me about work shifts?** Students should inform their employers that mobile phones cannot be accessed during the school day. Alternative methods of contact such as email could be used instead.



# Common Parent FAQ

## Mobile Phone Policy

- 1. What if my child does not comply with the mobile phone plan and accesses it during the school day?** The school will implement the responses outlined above for phone breaches. Parents will be notified.
- 2. Can my child make an urgent phone call home?** Students will be allowed to call home via the front office if necessary.
- 3. What if my child has a medical condition and requires their phone to record medical information?** If your child has a medical condition such as diabetes, parents should apply for an exemption, which will require the Principal's approval.
- 4. What if the school goes into lockdown or lockout?** In the case of a lockout or lockdown, you will be notified via phone call or text message. You can also contact the school via the front office using the school's contact information available on the website.
- 5. What happens with mobile phones on excursions?** Mobile phones and earbuds are not permitted to be used during school excursions taking place during school hours. For overnight excursions, specific information regarding phones will be provided by the organising teacher.
- 6. What happens with mobile phones during sport?** School sport and off-site sport are treated as part of the normal school day. Phone use is not permitted.
- 7. How will the school manage the administration of parent enquiries?** Schools will connect with parents in the usual ways and can be contacted anytime via the front office.
- 8. Can students access their phones during private study or minimally supervised periods?** Students will not be permitted to access their phones or earbuds during these times.
- 9. What if my child needs to purchase food at the canteen?** Students are to bring their physical EFTPOS/debit cards to school to enable cashless transactions.
- 10. What happens if my child is in sick bay and the school has arranged a parent to pick them up?** Students in sick bay are monitored and communicated with. Parents will be contacted as needed.
- 11. Will the school send a message to my child if I need to contact them?** Messages from parents to students will be passed on through the office.
- 12. Will my child be allowed to call me?** Students will be allowed to call you for urgent situations. If a student needs to urgently call home, they must advise their teacher, who will work with the front office to contact a parent/carer if required.