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 to have their phones off and away for the full school day, including recess and lunch. This means that students have the responsibility to turn their phone and earbuds off and store them safely in their school bag for the entire school day, from the moment they enter and until they leave school grounds. This is an approved NSW Department of Education option and will limit unnecessary distractions to ensure every student maximises their learning and social growth in a safe and supportive environment. This policy extends to earbuds as well.

The table below details the support and consequences for mobile phone and earbud breaches. Please note, this policy is in place per calendar year and will be refreshed at the beginning of each year.

Mobile Phone/Behaviour Support Levels Sequence

First incident	Verbal warning from DP
	Phone is confiscated, student to pick up from DP after 3.05pm
	Warning letter emailed to parents and student
Second incident	Level 1* and lunch detention issued
	Phone is confiscated, student to pick up from DP after 3.05pm
	Level 1 notification emailed to parents and student
Third incident	Level 2* and an after-school detention is issued for persistent non-
	compliance
	Phone is confiscated, parent to collect 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
	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. Please refer to the CHS Behaviour Support and Management Plan for further details.

Common Student/Parent FAQ



Student Questions

- 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. No ear buds are allowed either. 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 always 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 via the front 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 will be granted an exemption, and the details of any exemption will be added to 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 make your parents or carers aware of the situation, if required. If needed, your 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 are encouraged to bring their physical EFTPOS/debit cards to school with them to enable cashless transactions. They are not permitted to use their phone for this purpose.
- 7. I have a job. How can my employer contact me about work shifts? Students should alert their employers about the school's mobile phone strategy and advise that they may not see any messages the employer sends until after school. Alternative methods of contacts such as email could also be used.

Common Student/Parent FAQ



Parent Questions

- 1. What if a student does not comply with the mobile phone plan and accesses it during the school day? Students have been informed of all the new school rules in GIFTed lessons or year meetings and will be required to comply with them. As with all school rules, student refusal will result in appropriate action being taken, in accordance with the school's behaviour level system.
- 2. What if a student needs to make an urgent phone call home? Students will be allowed to call home via the front office if necessary.
- 3. What if a student with a medical condition requires their phone to record medical information? If your child has special medical requirements such as diabetes etc, you may apply for an exemption and varied terms of use or arrange a meeting with the school Principal to discuss the best options for your child.
- **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. If the excursion is overnight or over a number of days and nights, special information will be provided to you via the teacher organising the excursion around the parameters of phone usage from students.
- **6. What happens with mobile phones during sport?** Exemptions may apply for sporting activities that are held off school grounds. If this is the case, information will be included in the sports activity information and permission form. Otherwise, sporting activities will be considered part of the normal school day.
- **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 encouraged to bring their physical EFTPOS/debit cards to school with them 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 constantly monitored and communicated with. Please contact the front office.
- **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 as usual.
- 12. Will my child be allowed to call me? Students will be allowed to call you for urgent situations. If they need to urgently call home, they must advise their teacher, who will work with the front office, to contact a parent/carer if required.