

Students' use of Mobile Phones in Schools Management Plan

Rationale and Objectives

Hurlstone Agricultural High School supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy. Mobile phone use in schools can impact student learning and wellbeing. Restricting mobile phone use at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, while reducing the potential for online bullying. Hurlstone Agricultural High School has strong teaching and learning practices to support students in the classroom using various forms of appropriate technology, which maximises the benefits and minimises the risks of digital environments and prepare students for life beyond school. We foster a safe learning environment which supports and enhances each child's social and emotional health through our wellbeing and learning support teams.

Hurlstone Agricultural High School has elected to use the following approach. **All mobile phones will be 'off and away' for the full school day, including recess and lunch, excursions, sport, prep sessions and mealtimes.** This will mean that students will have a responsibility to turn off their phone and store it safely for the course of the school day. This is an approved NSW Department of Education option and will limit unnecessary distractions and complement our ongoing approach to ensure every student maximises their learning and social growth in a safe and supportive environment.

At all times, teachers are the models for desired behaviours in our learning spaces. Teachers should engage in active supervision and support all students to comply with the policy. Structured learning experiences and engaging pedagogy will prevent most instances of students failing to comply with the policy. Effective classroom management and modelling of behaviours will also support students to engage in productive learning.

Implementation of Policy

- Students are instructed to keep their phones off and away at all times regularly throughout the school year
- If a student does not comply with this request, the following actions should occur:
 - In the immediate instance, staff directs a student to turn their phone off and put it away (eg. Into a bag, pocket, pencil case, etc.)
 - Staff documents this engagement via Sentral
 - In a recurring instance or where the student fails to comply, staff send for a member of the Senior Executive Team or Duty Team Leader
 - The Senior Executive or Duty Team Leader will escort the student to the front office to deposit their phone into the secured storage area and register their phone into the Confiscated Phone Register
 - The Senior Executive or Duty Team Leader will photograph the student's phone prior to locking the secure storage
 - The Senior Executive will contact a day student's parent to inform them of the confiscation and offer a time for collection for the parent(s) to collect the phone

- If the student has not complied with the policy in the boarding school, the Duty Team Leader will notify the Senior on Call to make contact the parent(s) to facilitate the conversation (below) at a convenient time
 - If the student is a boarding student, the phone may be returned to the student at the conclusion of the school day pending a conversation with the parent(s) and a member of the Senior Executive.
- The Senior Executive will provide the parent(s) with the phone at the arranged time and have the parent sign out the phone
- The Senior Executive will document the process via Sentral
- If a student fails to comply with the above in the day school, a member of the Senior Executive Team will:
 - Disengage the student to deescalate the situation
 - Contact the parent(s) of the student to attend the school and withdraw their child
 - Conduct a meeting with the parent(s) to enact potential consequences in line with establish behaviour policies
- If a student fails to comply with the above in the boarding school, a member of the Duty Team Leader will:
 - Disengage the student to deescalate the situation
 - Contact the parent(s) to inform them of the situation and encourage the parent(s) to contact the child to deescalate the situation and encourage compliance
 - During regular school hours, the Head Teacher Welfare facilitates a meeting with the child and parents to review appropriate conduct and consequences
 - Senior Executive, on advice from Head Teachers Welfare, enact potential consequences in line with establish behaviour policies
- If a student repeatedly fails to comply with the policy, the Senior Executive Team will:
 - Conduct a meeting with the parent(s) to enact potential consequences in line with establish behaviour policies
 - Refer the student to internal and external support services
- Senior Executive reserve the right to modify or adjust this process as required
- Ongoing feedback will be provided to the Executive Team and school staff to support effective implementation of the policy

Individual Exemptions

Hurlstone Agricultural High School understands there may be students who have a medical or learning need which will require them to access a mobile phone as defined in this plan. Students with additional needs, including medical and learning needs, may apply for an exemption. These will be considered on a case-by-case basis. Parents/Carers looking to apply for an exemption must use the Consideration for Exemption form on the school's website. Deputy Principals and the Principal will manage requests for exemption. They may be granted in consultation with teachers, students and families, and require an application and agreed implementation plan, which will be completed during this consultation process. This will include the student having to carry a Mobile Phone Exemption Card at all times, and produce it as required.

- Submission of Request for Mobile Phone Exemption from parents to the school using the form provided on the school website
- Exemption Panel (Principal, Year DP and one additional staff member) assembles to assess application for exemption
- Panel decision is communicated to the parent(s) and student using the Request for Mobile Phone Exemption Outcome form via Sentral
 - If denied, supports provided to assist the student to comply with the policy through alternative arrangements

- If upheld, the student is issued with an Exemption Card is documented on Sentral. Roles and responsibilities are communicated to student and parent(s)
- Exemption Panel reviews existing exemptions once per term or as required
 - If exemption revoked, the student and parent(s) will be communicated with using the Request for Mobile Phone Exemption Outcome form via Sentral
- Exemption Cards can only be used in the designated area outside the Deputy Principal's offices

Classroom Exemption

This policy recognises that there may be times where the use of a mobile phone is essential for a learning experience. Where no alternative is available, a teacher may instruct students to use their phone to engage in learning. To minimise disruptions and support the enactment of the policy, teachers should use visual signals for students instructing them to use their phones for learning experiences only.

If the teacher requires students to use their phones for learning, they must outline the expected and appropriate use of the phone for the specific context and ensure students turn their phones off and put them away before the lesson ends. These arrangements should be made in consultation with their head teacher.

Contacting students

Hurlstone Agricultural High School understands there will always be emergencies when parents need to get in contact with students or vice versa during the school day. We try to keep this to a minimum, with the exception of emergencies, to avoid disturbing the students' learning. Parents and carers can make contact with the school through the school office via phone, and students will also be able to contact parents or carers through the school office if urgent.