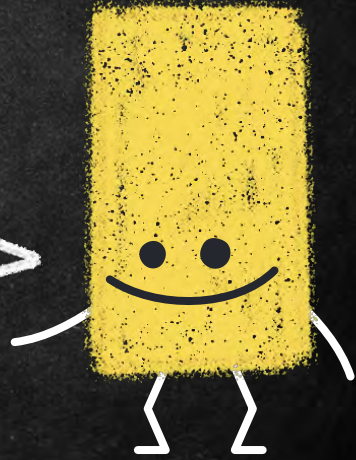
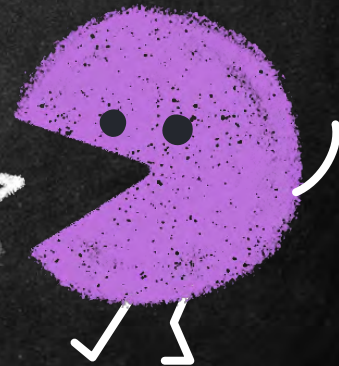


STUDENT MOBILE PHONE PROCEDURES

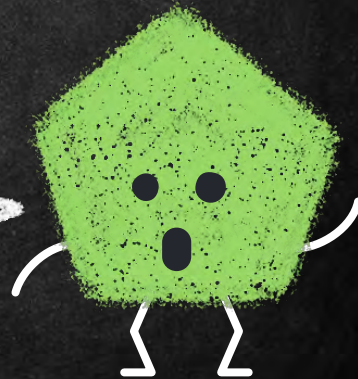
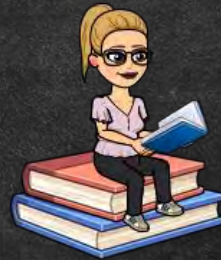
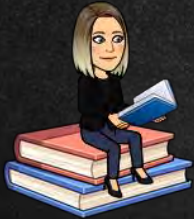


WELCOME
TO PHONE
LOCKERS!



PURPOSE

Mitchell HS acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.



WHAT DOES THIS MEAN.....?

- Mobile phones are not to be used during school hours.
- At the beginning of the school year, you will be assigned a personal Phone Locker Pouch with your name on it.
- While the Phone Locker is considered school property, it is your responsibility to bring the pouch with you to school every day.



SET UP

- All students will be issued with a Phone Locker pouch if you own a mobile phone. Your pouch will have your name on it.
- Every student with a pouch **MUST** bring the pouch to school **EVERY** day and show your roll call teacher prior to locking the pouch.
- Any damage, loss of or tampering with the pouch will result in a \$20 cost to the student.



STUDENTS WITHOUT PHONES

- Any student who does NOT own/ have or bring a mobile phone to school will need to bring a signed note from home to the DP's.
- A pass will be issued so that you can show your roll call teacher each morning and any teacher who does spot checks.
- If you end up getting a mobile phone, then you will need to return your pass and have a Phone Locker issued.

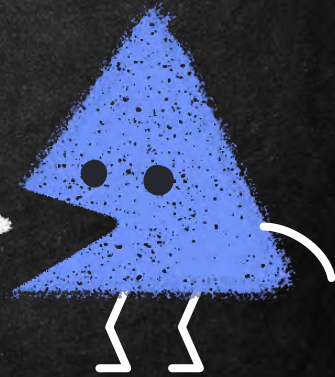


PROCEDURES.....

As You ENTER THE CLASSROOM FOR ROLL CALL, YOU WILL:

1. TURN YOUR MOBILE PHONE OFF.
2. PLACE YOUR MOBILE PHONE ON TOP OF THE POUCH FOR THE TEACHER TO SEE THAT IT IS TURNED OFF, PLACE IT IN YOUR POUCH AND THEN CLOSE IT SECURELY.
3. PLACE THE PHONE LOCKER POUCH INTO YOUR SCHOOL BAG WHERE IT WILL REMAIN ALL DAY. WHEN YOU HAVE PE/SPORT OR PASS POUCHES ARE TO BE PLACED IN THE TEACHER BACKPACK.

You WILL MAINTAIN POSSESSION OF YOUR MOBILE PHONE INSIDE THE PHONE LOCKER POUCH FOR THE DURATION OF THE SCHOOL DAY. IF YOU'RE LATE YOU WILL COMPLETE THIS PROCESS AT THE ATTENDANCE OFFICE AS YOU SIGN IN.



PROCEDURES.....

If you forget your pouch, have lost it or misplaced it:

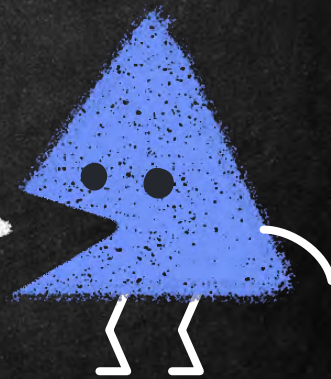
- 1) Go to your roll call room and get name marked off.
- 2) Your teacher or HT of the block will send you to the DP to hand over your mobile phone and have it locked in their offices.
- 3) You will be given a pass to return to your roll call teacher showing you have handed over the mobile phone.

PHONE CHECK-IN PASS

Name: _____ Yr: _____

Date: _____

Ms Kreiss Ms Pares



PROCEDURES.....

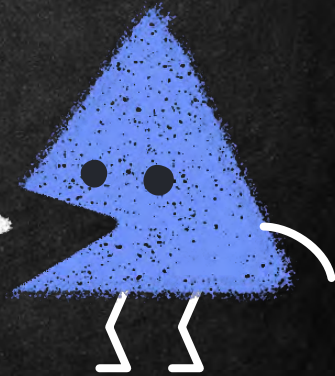
Exit

As you exit the school at the end of the school day, you will:

- 1) Unlock your pouch using an Unlocking Base around the school.
- 2) Remove your mobile phone from the pouch.
- 3) Close your empty pouch securely and place it in your school bag for the next day.

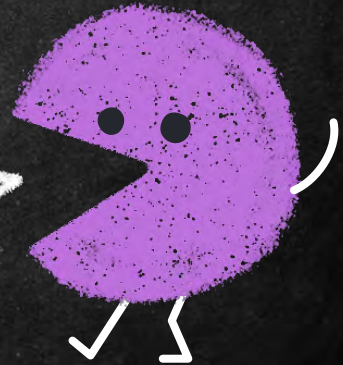
(Exception: excused early leavers whereby the student will unlock their pouch at the Front Office when they collect their Early Leavers pass)

Note: if you are going to HW Centre be sure to unlock the pouch before you go as they will be locked up by 3.30pm



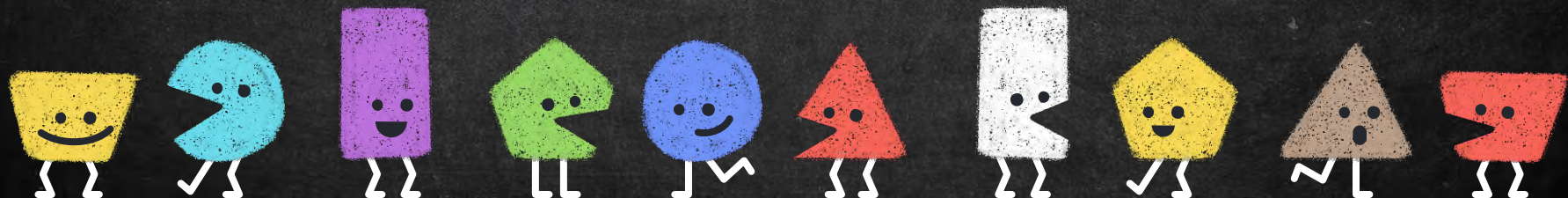
Below is a list of potential student violations. Each of these violations will result in the student's device/mobile phone and/or pouch being confiscated by school staff.

- 1) Physical damage to the pouch (Examples: Bent pin or cut pouch)
- 2) Not bringing the pouch to school - you will need to bring your mobile phone to the Deputy Principal's Office.
- 3) Using your mobile phone during school hours.
- 4) Other devices, such as laptops, tablets, head-phones and smartwatches, pose similar challenges and opportunities. These devices can be linked to mobile phones and, therefore, the same policy applies to these actions.



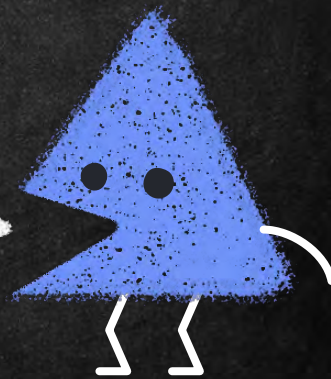
Disciplinary Action if a Phone Locker Pouch is damaged

- Mobile phone and pouch will be confiscated and parent/carer will be notified immediately.
- Your parent/carer must come to the school to pick up your mobile phone and a replacement pouch will need to be purchased.
- Formal Caution to Suspend for damage to school property.
- You will only be allowed to bring a mobile phone back to school if you or your parent/carer pay a \$20 fee to replace the damaged school property.



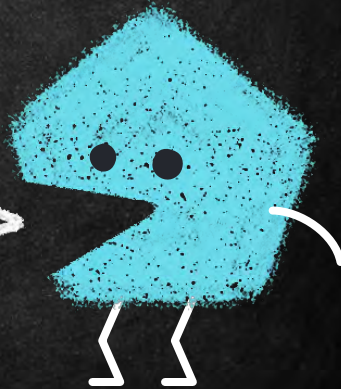
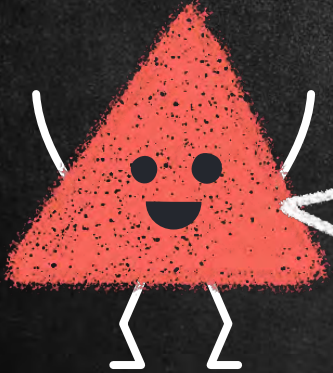
Contact between students and parents/ carers during the school day

- Should you need to make a phone call during the school day, you must:
 - approach the Front Office and ask for permission to use the school's phone; or
 - ask SASS staff for permission to unlock your mobile phone, make a phone call and then lock the Phone Locker Pouch again. Storing the mobile phone again must be supervised by SASS staff.
- During school hours, your parents/ carers are expected to only contact you via the school front office. A message will then be sent to you if required.



Responsibilities and obligations for students

- Be safe, responsible and respectful users of mobile phones and online services, and support your peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.



Questions?

Come see Mrs. Pares or Mrs. Kreiss

