



Northmead Creative and Performing Arts High School

Digital Device and Mobile Phone Policy Valuing, Learning and Working Together

Rationale and Objectives

Northmead CAPA High School supports the restrictions of mobile phones in accordance with the NSW Department of Education: Student Use of Mobile Phones in Schools policy. This policy aims to enhance the learning environment, minimise distractions and ensure student safety and wellbeing.

Mobile phone use in schools can impact student learning and wellbeing. Restricting mobile phones and other electronic devices at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, while reducing online bullying.

Whilst the increasing use and importance of mobile phones in our lives is recognised, processes have been well established over a long period of time to assist parents and caregivers to deliver messages to their children, which are of an urgent or important nature, without the need for students to have a mobile phone. For parents who need to contact their child during class time, a call to the office is appropriate and always welcomed. Messages are delivered to students in a prompt manner. In general, mobile phones are not necessary for communication to and from students during school hours and we ask that this is respected by all.

Before and after school, however, mobile phones offer students and their parents many advantages in terms of ease of communication and a sense of personal safety. For this reason, the school respects the need for students to carry mobile phones, provided students adhere to the following conditions and courtesies.

Our School's Approach

Mobile phones and personal electronic communication devices are **not** to be used at school. This includes making or receiving calls, sending, or receiving text messages, taking photographs or videos, recording conversations, listening to music or any other unauthorised purpose.

- **Before entering the school grounds each morning, students must turn off their mobile phones, place them inside the pouch, securely close it, and store it in their school bag.**
- **Earbuds and Airpods should be stored in a student's pouch with their phone.**
- Ipads and laptops cannot be used for messaging substitutes.
- Smart watches should not be used for communication at any time and all notifications must be turned off during school hours.
- This means that phones will **NOT** be used at break times including **before school, Recess, Lunch and Sport.**
- Larger headphones need to be stored in student bags throughout the school day and cannot be used whilst at school.



- At the **commencement of Period 1** all students will place their locked pouch containing their mobile phones on their desk where the **teachers will inspect** that they are locked with devices contained within them. Students who don't have a phone must present their pouch also.
- Students who arrive **late** to school will need to ensure their mobile phone is off and locked in their pouch. This will be checked by Student Services. A magnet can be accessed at student services for those that require it. Teachers may also request to see the pouch on entry to the classroom.

Contacting Students

Northmead Creative and Performing Arts 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, except for emergencies, to avoid disturbing the students' learning. Parents and carers can contact the school through the school office and students will also be able to contact parents or carers through the school office if urgent.

School Phone numbers: 9630 4116 or 9630 3793

School email: northmead-h.school@det.nsw.edu.au

Approved Access Medical/Wellbeing

In implementing this policy, the school is aware students have been working with external medical practitioners and mental health services, and as part of their diagnosis/treatment reasonable adjustments will be considered. Parents and carers can request adjustments by having a medical practitioner complete the Mobile Phone Exemption Form, and these will be considered on a case-by-case basis. Please note full exemptions will not be provided.

Students with diagnosed conditions can collect a Mobile Phone Exemption Form from their Deputy Principal, which is to be completed by their consulting doctor.

Any adjustments/exemptions will be included as part of the student's Individual Education Plan.

- Students granted a Partial Exemption may use mobile phones and electronic devices appropriately during lunch under the supervision of their Deputy Principal.
- Students with medical exemption are to use their phone as required for their medical condition only. All other times their phone is to be kept in their bags.
- Students granted exemption will display their Medical Exemption Card to the Deputy Principal or teacher as required.
- Student's who unexpectedly require use of their mobile phone or electronic devices for wellbeing or a medical reason during the day, can report to the front office and/or their DP.
- Students will have their Medical Exemption Card with them at all times. A replacement can be obtained from the front office.

Excursions/Sport/Incursions

While off-site on school-based activities, the pouch system still applies and students **must keep their phone in the pouch, unless explicitly stated by the teacher for a specific purpose**, which will be communicated on excursion permission notes. If students are dismissed from an offsite venue such as Ultimate Fun and Gym phones will be unlocked as they leave the school grounds, however phones remain in the students bags for the duration of the event.

Approved Access Learning

At times, teachers may instruct, or allow students to use mobile phones or electronic devices for specific educational purposes, such as recording an experiment, using music in a dance composition or using an app specific to a subject.

- At these times students may use their phones but only when instructed to by their teacher who will unlock the pouches.
- Upon completion of the task teachers will instruct students to place devices back into the pouch and lock them, followed by an inspection of the classes locked pouches.
- If a student is to be sent to a staff room to unlock their phone they must be given a note to present to the person unlocking the device.

Student Responsibilities:

- Students are strongly discouraged from bringing mobile phones and electronic communication devices to school due to the potential for loss, theft, or damage of the item. Northmead CAPA High School does not accept responsibility for the loss, theft, or damage to such items, including mobile phones. These items are brought to school at your own risk.
- Should a student have a mobile phone or electronic device at school, it must be turned off and kept securely in the student's pouch and bag **prior** to the arrival on school premises. Magnets are provided on the outside of the school gates and are opened prior to the school start time.
- Students who arrive late to school/or have a late start will lock phones at Student Services when signing in.
- This will ensure that there is no disruption to the school's learning environment.
- Early leavers will unlock their pouches at Student Services.
- Students will keep earbuds and AirPods in their pouches and headphones in their bags whilst on school premises. If they are seen by a teacher they will be confiscated.
- Smart watches should not be used for communication at any time. All notifications should be turned off.
- Students must not have any material stored on their mobile phones or electronic devices which is offensive, harmful, or illegal. It is an offence to possess images of illegal acts, such as fights, to have inappropriate images, to bully or intimidate others using mobile phones (carriage service), or to record and upload images/video of people without their consent, on these devices. In such cases the school is required to confiscate mobile phones and refer the matter to police.
- All students will receive a pouch that is their responsibility to manage.
- All students must have their pouch with them every day even if they do not carry a phone.
- Students will not alter or damage their phone pouch, as a means of accessing their phone.
- Damaged or lost pouches must be replaced at student cost of \$20.
- Students with exemptions can report to the front office if they need to use their device for wellbeing or medical reasons. Ensure mobile phones are always used appropriately.
- Students with approved exemptions must always carry their Exemption Card with them.
- Students will need to ensure that they have a debit card or preorder online for purchases at the Canteen, Shopmead, CAPA Cafe and the Front Office.
- If a student forgets their pouch, it's lost or damaged, the phone **MUST** be surrendered to their Deputy Principal on arrival to school for safe keeping. When the phone is surrendered voluntarily no infringement will be recorded.
- Students who bring a mobile phone or electronic communication device to school must comply with the **Digital Device and Mobile Phone Policy**. Failure to do so will result in consequences aligned with the **Northmead CAPA High School Discipline Policy** and the **Department of Education Behaviour Policy**.

Staff Responsibilities:

- Inspect pouches at the commencement of Period 1 or after allowed use in class.
- Period 1 teachers must record students who have not brought a pouch to school by entering "No Pouch" in the Notes feature in Sentral PxP rolls.
- Teachers are to report damaged pouches via Sentral Wellbeing creating an incident report and notifying the Deputy Principal via email of the notification.
- Ensure the Digital Device and Mobile Phone Policy is followed during the school day and at all school events.
- Secure confiscated phones, head phones, earbuds and Airpods in their lock box and deliver them to the Enrolments Office at the next break.
- Follow the school's discipline code should students choose not to adhere to the Digital Device and Mobile Phone Policy.
- Will ensure there is no need for the use of mobile phones in lessons which are allocated to Casual staff.
- Record on Sentral anytime a phone, airpods, earbuds and headphones are confiscated.
- Classes with minimal supervision period 1 will have their pouches checked by the teacher taking period 1 attendance.
- Senior Executive will undertake regular phone/phone pouch inspections.

Phone Confiscation Procedures

1. The phone is confiscated by the teacher and locked in their lock box. At the end of the lesson or designated break, the teacher will take the device to the **Enrolments Office** for placement in the phone safe.
2. Teacher to record confiscation on Sentral.
3. If a breach occurs during period 4 teachers are to confiscate the phone and return it at the end of the day. Teachers are to record the breach on Sentral and notify the DP via email of the Sentral entry so it can be recorded as a breach.

Consequences for Breaches to the Policy

1st Offence - Phone confiscation until the end of the school day. Students are to collect the phone from the phone safe at 2:32pm. Parents will be informed by email.

2nd Offence - Phone confiscation until the end of the day. Formal Caution to be issued to the student. This is a warning of suspension. Students are to collect their phone from the phone safe at 2:32pm. Parents are informed by email that they will need to collect the phone if it is confiscated again.

3rd Offence - Phone will be confiscated and locked in the safe. A parent will need to collect the phone between 8:00am and 3:00pm and it will be held by the school until a parent can collect it. The student will be issued an after school detention.

4th Offence - Suspension from school. The confiscated phone will be locked in the school safe until parents collect it during, or at the resolution of the suspension.

Non-Compliance of Policy

If a student uses or is seen with a phone or electronic communication device whilst on school premises and refuses to provide it to the teacher the following applies:

- 1. Refusal to Comply – The classroom teacher to contact the Head Teacher first and if they are not available then a member of the Senior Executive. The device will be confiscated and locked in the safe and parents will be notified. If students continue to refuse to provide the phone to the Head Teacher, contact the Senior Executive.**
- 2. Failure to surrender the phone to a teacher when asked will result in after school detention and recording of the offence will still occur.**

Damaged or Lost Pouches

Students who have lost or damaged their pouch are to surrender their phones in the morning and have their phones locked in the phone safe each day until it is replaced. Students will be able to purchase a new pouch at the school for \$20.

Period 1 teachers must record students who have not brought a pouch to school by entering "No Pouch" in the Notes feature in Sentral PxP rolls. If the phone has been surrendered prior to class to the Deputy principal the student will have a slip to show teachers for the day and the word "Surrendered" is to be recorded in the Notes feature in Sentral PxP.

If the pouch is damaged please record that in Sentral Wellbeing by creating an incident report and notify the Deputy via email of the notification.

Parents will be notified about broken pouches and missing pouches via email via the front office.

Failure to bring a pouch to school

Failing to bring a pouch to school repeatedly will result in after school detention. (5 recordings = 1 after school detention)

Airpods/earbuds/headphones

Earbuds, Airpods and headphones are to be confiscated by the teacher and taken to the enrolments office to be locked in the school safe and returned to the student at the end of the day.

A tally is to be kept by the SASS person and communicated to the Deputy Principal.

Repeat offenders are to receive an after school detention. (4 recording = 1 after school detention)

Multiple devices

If on the first offence this will result in a Formal Caution being instantly issued to the student. Both devices will be confiscated. The parent will be contacted.

Apple/Smart Watches

If a student is inappropriately using an Apple Watch the teacher is to bring the student to a member of the Senior Executive as soon as possible.

Students without a phone

Students without a phone are to show the teacher their empty pouch during period 1 phone checks and must have it with them every day.



Northmead Creative and Performing Arts High School

Digital Device and Mobile Phone Agreement

Northmead CAPA High School supports the restrictions of mobile phones in accordance with the NSW Government and Department of Education policies.

Mobile phones and personal electronic devices are **not** to be used at school. This includes making or receiving calls, sending, or receiving text messages, taking photographs or videos, recording conversations, listening to music or any other unauthorised purpose.

I agree:

- a) I have read and understand the Digital Device and Mobile Phone Policy.
- b) **Before I enter the school grounds each morning, I will turn off my mobile phone and place it in the phone pouch securely and store it in my bag.** This means that phones will not be used after entering the school grounds, before school, recess, lunch, or sport.
- c) Other electronic communication devices are to be off and kept in my bag.
- d) **Airpods and earbuds are to be stored in my pouch.**
- e) Smart watches are not to be used for communication at any time and notifications are to be turned off. .
- f) If I forget my pouch, it is lost or damaged, I **MUST** surrender my phone to my Deputy Principal on arrival to school for safe keeping. (When the phone is surrendered voluntarily no infringement will be recorded).
- g) At the commencement of period 1, I will place my locked pouch containing my mobile device on my desk for the teacher to inspect if my phone is secured in its pouch. If I am late I will show my locked pouch to Student Services
- h) I will not alter or damage my phone pouch, as a means of accessing my phone.
- i) I will replace my pouch if lost or damaged at my own cost.
- j) I understand the **consequences** outlined in the Digital Device and Mobile Phone Policy for using my phone at school.

Student Name: _____ Student Signature: _____