

MOBILE PHONE AND ELECTRONIC DEVICE POLICY AND PROCEDURES

PENNANT HILLS HIGH SCHOOL



Table of Contents

The procedures	2
Use of mobile phones or other electronic devices	2
Student expectations	2
Purchasing at the canteen	3
Parent/caregiver expectations	3
Consequences	3
Discipline and student behaviour management	5
Appendix 1. Mobile Phone and Electronic Device Procedures	6
Appendix 2: Mobile Phone and Electronic Device Exemption Flow Chart, Application and Plan.	7
2.1 Mobile Phone and Electronic Device Exemption Application	8
2.2 Mobile Phone and Electronic Device Exemption Plan	9

Policy & Procedures

These procedures are designed to support student learning, safety, and wellbeing, while managing any potential risks or distractions associated with the use of digital technology accessed through mobile phones, smart watches, or other electronic devices.

Pennant Hills High School's **Off and Away - All Day!** policy requires that mobile phones and electronic devices remain switched off and put away for the entire school day.

In line with the NSW Government restrictions, this applies during class time as well as **before school, at recess, and during lunch breaks.**

The procedures

For the purposes of these procedures, 'mobile phones and other electronic devices' includes smart watches

and all other electronic devices such as iPads and other branded tablets, as well as their associated listening

accessories such as, but not limited to, headphones and ear buds. These procedures are outlined to manage student use of these devices at Pennant Hills High School.

The aim of this policy is to provide:

- A safe environment to learn without inappropriate use or distraction of mobile phones and electronic devices.
- Greater opportunities for social interaction and physical activity during recess and lunch times.
- Meet the requirements of the NSW Government's Policy restricting the use of mobile phones and electronic devices at school.

Use of mobile phones or other electronic devices

Students will have their device immediately confiscated and further disciplinary action will follow if:

- They are using their device in class (excluding laptops) or in the playground without permission.
- The device is used to bully, intimidate or otherwise harass other people through any voice call, text message, photographic, video or other data transfer system available on the device.
- Students use digital devices to disrupt the learning environment or interfere with the operation of the school.
- Students use devices to record images, video or sound without permission.
- The device has been used to contravene the law.

Student expectations

- Students may not use mobile phones and other electronic devices while on school grounds at any time. 'School grounds' extends to school excursions, sports carnivals and other events at the school or off site where an approved school activity takes place, unless otherwise advised.
- Mobile phones and other electronic devices are to be off and away all day from the time students enter school grounds in the morning, until they have left school grounds at the end of the day. This includes before school and at break times.
- Students must switch their smart watch to 'aeroplane mode' for the duration of the school day.

- BYO or school issued laptops are NOT part of the ban, however, these devices are not to be accessed before school or during break time in the playground. Students who wish to use laptops at these times must do so in the library or a classroom under the supervision of a teacher.
- Teachers may also request or allow students to use listening accessories with their laptops as required for learning activities.
- Students will take their mobile phone to the Deputy Principal immediately if asked to do so by a teacher or member of staff, where it will be placed in a Phone Breach Envelope. The Deputy
- Principal will enter the phone or other electronic device on the Daily Phone Register and securely store the device in the Administration area. Failure to follow the discipline code will incur more severe consequences including Formal Caution to Suspend or a Suspension, for persistent failure to follow school procedures and the Schools Behaviour and Discipline Procedures.
- Students must take full responsibility for any mobile phone or other electronic device brought to school. The school or staff will not be responsible for their loss, theft or damage. Students who bring their devices to school, do so at their own risk.

Purchasing at the canteen

- Students will be required to use a card or cash to pay for purchases at the canteen. Families are encouraged to use the Qkr! by Mastercard app to pre-order prior to coming to school. **Phones are not to be used for purchases.**

Parent/caregiver expectations

In accordance with the procedures parents/caregivers will:

- Contact the school Front Office to pass on messages rather than contacting a student directly on their device (students may be permitted to use a phone in the front office to contact their parents/carers under the supervision of the Deputy Principal).
- Understand that the school takes no responsibility for loss or damage to phones or electronic devices.
- Work collaboratively with the school and help reinforce Pennant Hills High School's Use of Mobile Phones and Devices Procedures with their child/ren.

Consequences

- Students will take their mobile phone to the Deputy Principal immediately if asked to do so by a teacher or member of staff, where it will be placed in a Phone Breach Envelope. The Deputy Principal will enter the phone on the Daily Phone Register and securely store the device in the Administration area.
- Consequences will be applied according to the school's Behaviour and Discipline policy. These include but are not limited to:
 - a. Confiscation of the device until the end of the day.
 - b. Confiscation of the device until such time as their parent or caregiver can attend school to collect the device.
 - c. Issuing of a Formal Caution to Suspend or a Suspension, for persistent failure to follow the procedures of this policy and the School's Behaviour and Discipline Policy.
- Withdrawal of a student privilege to bring their phone to school.

It is appropriate to confiscate devices from students when:

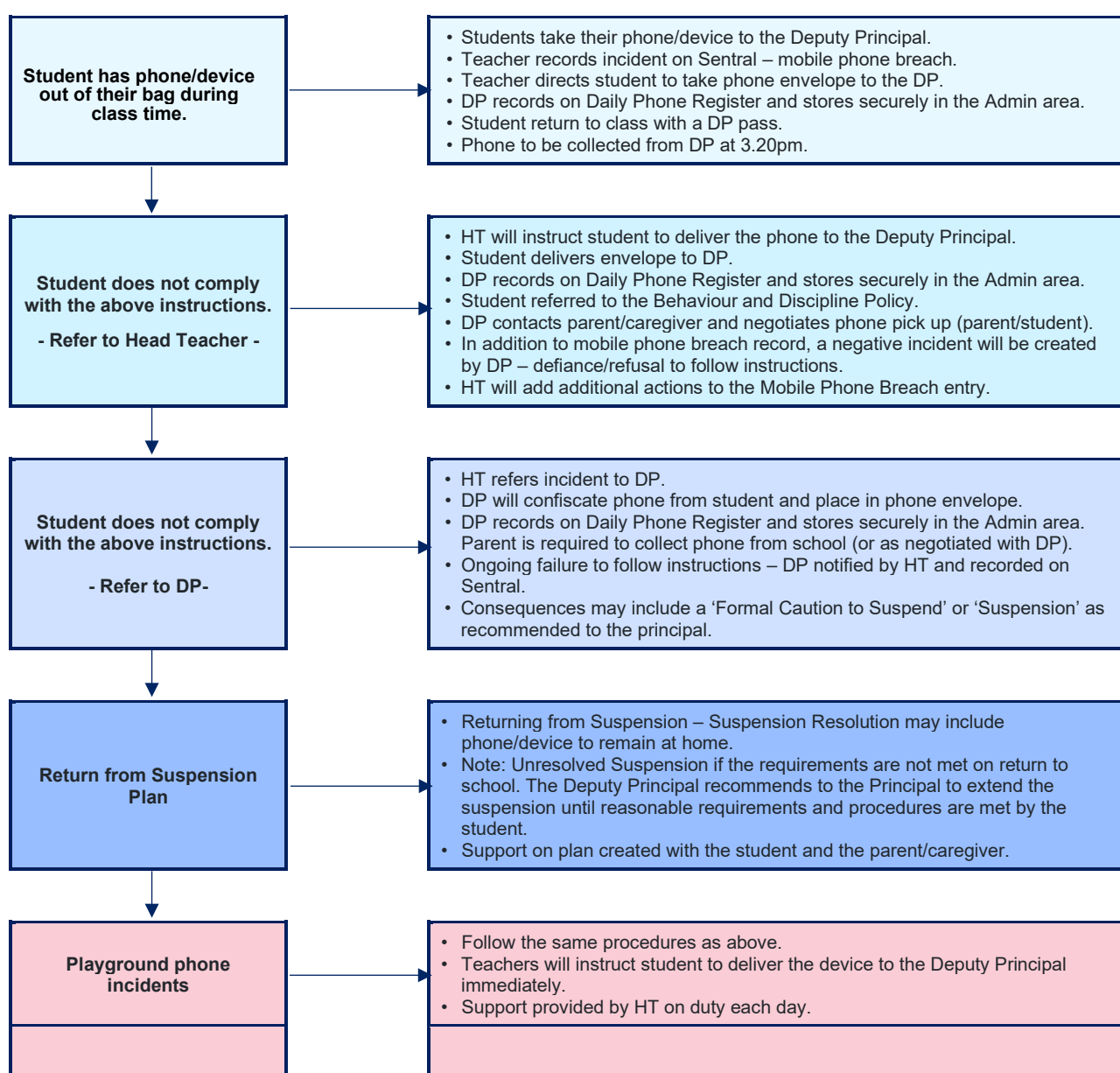
- Students have failed to meet the school's expectations relating to appropriate use of mobile phones or other electronic devices.
- Have and use phones or other electronic devices in contrary to this policy.
- It is necessary to examine the device as there are reasonable grounds to suspect inappropriate material may be on the device. Senior Executive will be involved in such incidents.
- In cases where students have bullied, threatened or harassed other students or staff via a device or where the device has been used to film, take photographs, or display inappropriate material.

Discipline and Student Behaviour Management

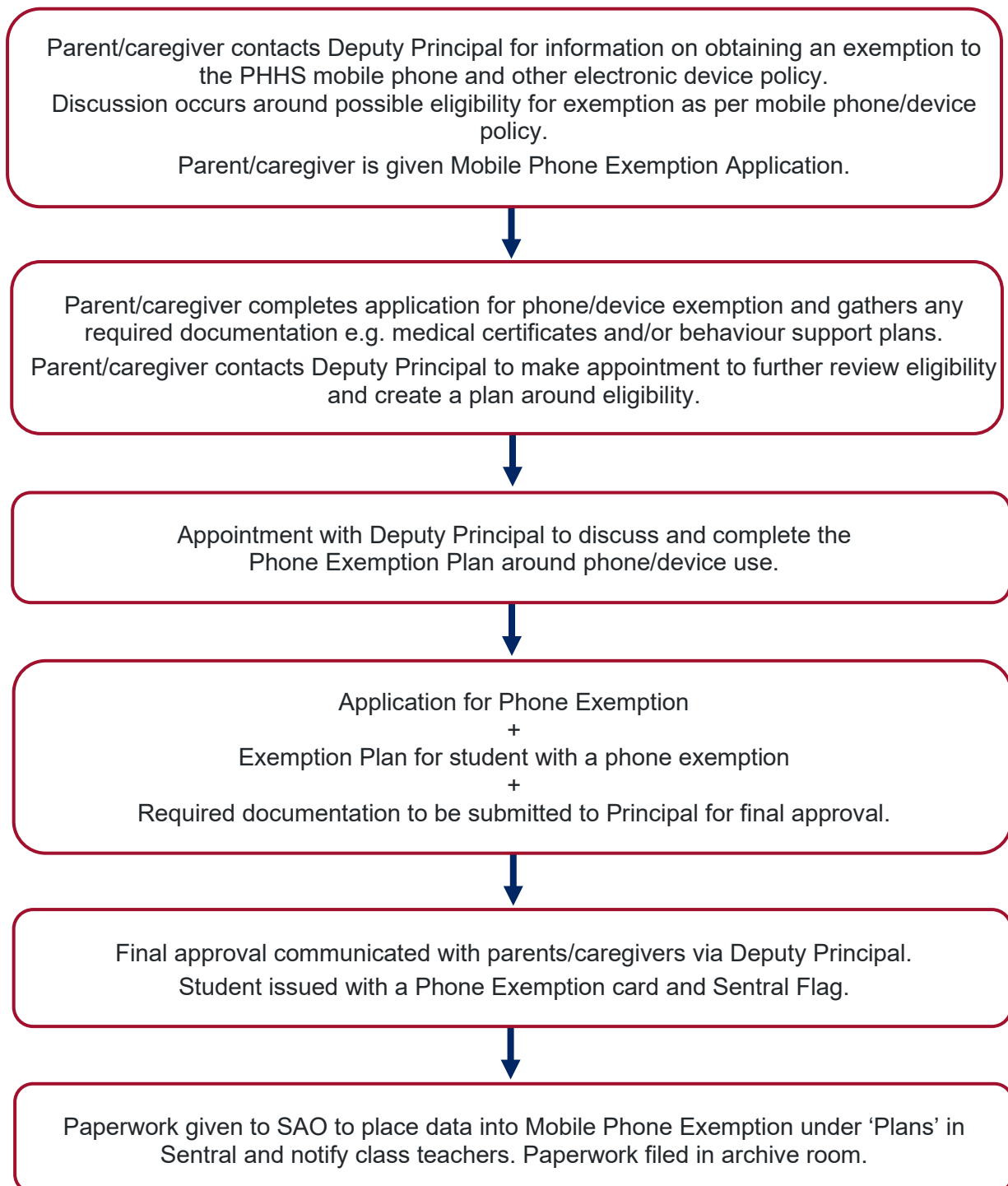
1. In class, any students with a phone/device out of their bag will be required to take their mobile phone or device to the Deputy Principal immediately if asked to do so by a teacher or member of staff, where it will be placed in a Phone Breach Envelope. The Deputy Principal will enter the phone on the Daily Phone Register and securely store the device in the Administration area. The student will be given a pass from a Deputy Principal marked with the time and will return to class. In the first instance, the phone or device will be returned to the student by a Deputy Principal at the end of the school day.
2. In the playground any student with a phone/device out of their bag will be instructed to take their device to the Deputy Principal immediately where it will be placed in a Phone Breach Envelope. The Deputy Principal will enter the device on the Daily Phone Register and securely store the device in the Administration area. In the first instance, the device will be returned to the student by a Deputy Principal at the end of the day. (Teacher records incident on Sentral – Mobile Phone Breach).
3. Students who fail to cooperate with the above process will be referred immediately to the Head Teacher of the faculty or Head Teacher on duty so that the student takes their mobile phone or device to the Deputy Principal where it will be placed in a Phone Breach Envelope. The Deputy Principal will enter the device on the Daily Phone Register and securely store the device in the Administration area. The Deputy Principal will contact the parent/caregiver and the student will be referred to the Behaviour and Discipline Procedures. The Deputy Principal will organise for collection of the device pick up with parent/caregiver. A device breach will be recorded on Sentral by the Head Teacher. In addition, due to the continued behaviour, a Negative Incident will be created by the Deputy Principal (Continued Disobedience - failure to follow instructions).
4. Students who fail to follow Head Teacher instructions will be referred immediately to the Deputy Principal. The Deputy Principal will confiscate the phone or device and contact the parent/caregiver to organise for collection of the device. Persistent failure to follow instructions and follow reasonable requests, will be referred to the Deputy Principal. Consequences may include Formal Caution to Suspend or a Suspension for persistent failure to meet the procedures of this policy and the School's Behaviour and Discipline Policy.
5. Students with multiple mobile phone breaches or device misuse entries will be referred to the Deputy Principal. An improvement plan will be formulated, in partnership with parents/caregivers. This may include consequences such as a Formal Caution to Suspend or a Suspension for persistent failure to meet the procedures of this policy and the School's Behaviour and Discipline Policy.

Appendix 1. Mobile Phone and Electronic Device Procedures

- Students may not use mobile phones and other electronic devices while on school grounds at any time. 'School grounds' extends to school excursions, sports carnivals and other events at the school or off site where an approved school activity takes place, unless otherwise advised.
- Mobile phones are to be 'off and away all day' from the time students enter school grounds in the morning until they have left school grounds at 3.20pm. This includes before school and at break times.
- Mobile phones and other electronic devices include smart watches (permitted on airplane mode) and all other electronic devices including iPads and other branded tablets, as well as their associated listening accessories such as, but not limited to, headphones and ear buds.



Appendix 2. Mobile Phone and Electronic Device Exemption Flow Chart, Application Plan



2.1 MOBILE PHONE AND ELECTRONIC DEVICE EXEMPTION APPLICATION

Student Name: _____ Year: _____

Parent/Caregiver: _____ Phone: _____

Deputy Principal: _____

Outline the health/disability adjustment procedure needed for this exemption:

Is medical exemption/ adjustment information/ evidence attached? YES | NO

***Please bring all relevant documentation to the meeting with your child's DP where a plan will be designed in consultation with all parties.**

Parent/Caregiver Signature: _____ Date: _____

Principal Approval: YES | NO Signature: _____ Date: _____

OFFICE USE ONLY

- ☐ Plan created in Sentral
- ☐ Phone Exemption Card created and given to DP to deliver to the student.
- ☐ Notified parent/caregiver that card has been provided to student.
- ☐ DP notifies parent/caregiver that exemption is in place
- ☐ Recorded on Sentral.

2.2 MOBILE PHONE AND ELECTRONIC DEVICE EXEMPTION PLAN

Student Name: _____ Year: _____

Reason for Exemption/Disability Adjustment:

Plan made in consultation with:

Phone/Device Plan:

Outline how the device will be used - as recommended by the medical practitioner or similar. How the device will be accessed in the classroom/playground to ensure appropriate use of the device. Include: Where/When/Who:

Parent/Caregiver Signature: _____ Date: _____

Parent/Caregiver Signature: _____ Date: _____

Principal Signature: _____ Date: _____

* Phone plan to be reviewed by Principal before final approval is made.