

MOBILE PHONE POLICY

To be read in conjunction with: [NSW DoE Digital Devices and Online Services Policy](#) , [DoE Communication Devices and Associated Services Policy](#), [PHS Digital Devices and Online Services Policy](#), [PHS Acceptable Use of Technology & BYOD Student Agreement](#), [Legal Issues Bulletin 35 - Misuse of technology in schools](#) and [Legal Issues Bulletin 56 - Confiscation of student property](#).

RATIONALE: Prairiewood High School is committed to uphold the NSW Department of Education policy on Digital Devices and Online Services. We recognise the direct relationship between the use of innovative technology and the achievement of positive student learning outcomes. Prairiewood High School supports equity and access to innovative technology to support student learning.

PHS has a responsibility to:

- Provide clear information to students and parents regarding Mobile Phone policy requirements and consequences of student misuse
- Meet legal and professional responsibilities in maintaining and monitoring use of mobile phones in schools
- Provide high quality educational experiences using a range of technology tools supported by the Department of Education
- Provide as part of the schools Anti-Bullying strategy, explicit teaching and learning in digital citizenship
- Effectively manage technology and online safety misuse and abuse in line with the school's Student Wellbeing Policy and the Department's Suspension & Expulsion policy and Child Protection policies
- Provide access to a range of technology devices to support student learning

Students have a responsibility to:

- Follow the safe, responsible and respectful descriptors within the Acceptable Use of Technology and BYOD Student Agreement
- Use their mobile phones only when permitted by the teacher for genuine educational purposes and not use them inappropriately
- Take responsibility for mobile phone use, including:
 - Not harassing or bullying other students, school staff or anyone. This includes cyberbullying using a digital device or online service
 - Not sending or sharing messages or content that could cause harm, including things that might be: inappropriate, offensive or abusive; upsetting or embarrassing to another person/group
- Provide immediate notification to a teacher or other responsible adult know immediately if you find anything on your phone that is suspicious, harmful, inappropriate or makes you uncomfortable

Parent/caregivers have a responsibility to:

- Ensure that their child displays appropriate online behaviours and follows the Department's [Student Use of Digital Devices and Online Services Policy](#) and the school's Acceptable Use of Technology & BYOD Student Agreement
- Read and be aware of the Policies and Legal Issues Bulletins listed at the beginning of this document.
- Work in partnership with the school to plan and implement strategies to support effective and appropriate mobile phone usage practices. This includes communicating with the school if they are aware of issues impacting on their child's education and/or wellbeing

IMPLEMENTATION: The policy will be implemented as part of the wider Teaching and Learning and Wellbeing framework and is dependent on school community members collaborating.

EVALUATION: Ongoing evaluation of this policy is one of the responsibilities of the Head Teacher Student Engagement. Evaluation of the procedures to be reviewed at an executive and/or staff meeting bi-annually.

Prepared by: Senior Executive in collaboration with the PHS Executive.

Date Developed: April, 2020
Next Review Date: End of 2021

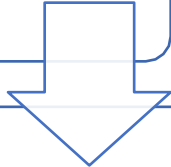
STAFF ROLES AND RESPONSIBILITIES		
Staff Member	Responsibility	Actions
Classroom Teacher	Use of phones in class time	<p>Uphold school expectations from this policy that mobile phones are not to be used in class, except for educational purposes. Reinforce expectations at the beginning of each lesson that mobiles phones, headphones, earphones, speakers etc must be out of sight and not being used unless instructed to do so by the teacher. This includes not listening to music.</p> <p>Model such behaviour.</p> <p>Warn any student who has any of the above devices out during class when not instructed to do so, that they must put away the phone or other device, as it may be confiscated.</p> <p>The second time this rule is breached the teacher may confiscate the device until the end of the lesson.</p> <p>If the student refuses this request, student is directed to Faculty HT.</p> <p>Report this on Sentral</p>
Faculty Head Teacher	Whole faculty policy reinforcement	<p>Support classroom teachers in dealing with students who fail to comply with mobile phone policy.</p> <p>Follow up non-compliance by confiscating phones for lesson or whole day. Issue lunch and after school detentions to students who are repeatedly non-compliant.</p> <p>Follow up with parents if students fail to attend detentions or comply with policy.</p> <p>Record all strategies employed on Sentral.</p> <p>Enter all interventions on Sentral including phone calls, parent meetings and student meetings.</p> <p>Refer to DP if parental contact still does not result in compliance.</p>
Deputy Principal	Relevant KLA support	<p>Support HTs in dealing with students who refuse to comply with the Mobile Phone policy by imposing after school detentions confiscating devices for a whole day and contacting parents for serious breaches of the policy.</p> <p>Support HTs by insisting that non-compliant students may have their device confiscated each morning and returned at the end of the school day or requesting that parents attend the school to collect the device.</p> <p>Oversee Whole School Mobile Phone Policy and that the school adheres to the Department of Education's Digital Devices and Online Services Policy.</p> <p>Ensure that staff are updated re their responsibilities and policy updates relating to the use of mobile phones as part of the overall use of technology in the school.</p>
Principal	Whole School	Support implementation of whole school appropriate use of all technology strategies, including assisting the school with strategies to increase whole school compliance with the policy.

		<p>Informing the community via whole school and electronic communications of the policy and the enforcement strategies which will be conducted.</p> <p>Liaise with Deputy Principals regarding their stage mobile phone non-compliance issues and strategies for whole school reinforcement.</p> <p>Report all matters to the Principal that require a report to FACS or Child Protection Helpline (as required by MRG for reporting on Education).</p>
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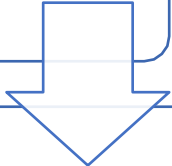
Mobile Phone- Consistency Procedure

If the teacher determines that mobile phones **are not** to be used in the lesson, this includes listening to music.

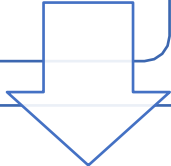
At the start of the lesson, remind students of the school and classroom expectations: "Phones away".



First instance of phone being used during lesson: teacher directs student to put their phone away.



Second instance: teacher asks for mobile phone from student, if student refuses, directs student to HT. Failure to comply with HT will result in referral to DP.



Phone is kept safe for the entire period and returned at the end of the lesson. Teacher reports the incident on Sentral.