



Mobile Phone and Electronic Device Policy and Procedures

These procedures promote the learning, safety and wellbeing of students and the management of any risk of harm and distraction from the use of digital technology accessed via a mobile phone, smart watch or other electronic device. Pennant Hills High School's existing *Off and Away* policy on mobile phones and electronic devices for the classroom will now be extended to *Off and Away – All Day!* from Term 4, 2023.

The new NSW Government restrictions policy extends beyond the classroom to also include before school, recess and lunch times.

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.**

Exemptions/Adjustments

A small number of exemptions/adjustments will be made. These will only be available for:

- **Managing a Health Condition and Disability Adjustment** - health related exemptions can be sought by parents/caregivers by contacting the Deputy Principal and completing the Mobile Phone and Electronic Device Exemption Application (Appendix 2). In the case of a health condition, a letter from a medical professional stating when and how the mobile phone or other electronic device is to be used, will be required. The Deputy Principal will work alongside families and complete the Mobile Phone and Electronic Device Exemption Plan. For example, the plan may outline a process by which students check their phone or other electronic device as required, in consultation with the Deputy Principal. Families of students who require exemption will be referred to the Phone Exemption Flow Chart (Appendix 2).

Note: No phones to be used for canteen purchases, including those who have exemption.

Parent or 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.

Implementation of the procedures and timeline

Term 3, 2023 Week 8 - 10

Letters to all families outlining the policy and procedures. All Students are informed of the policy.

Term 3, 2023 Week 9

Mobile phone free transition days TBA.

Term 4, 2023 Week 1 - 2

Executive welcome students at all gates reminding them of the new policy, this will continue as needed.

2023 End of Year Holiday Break

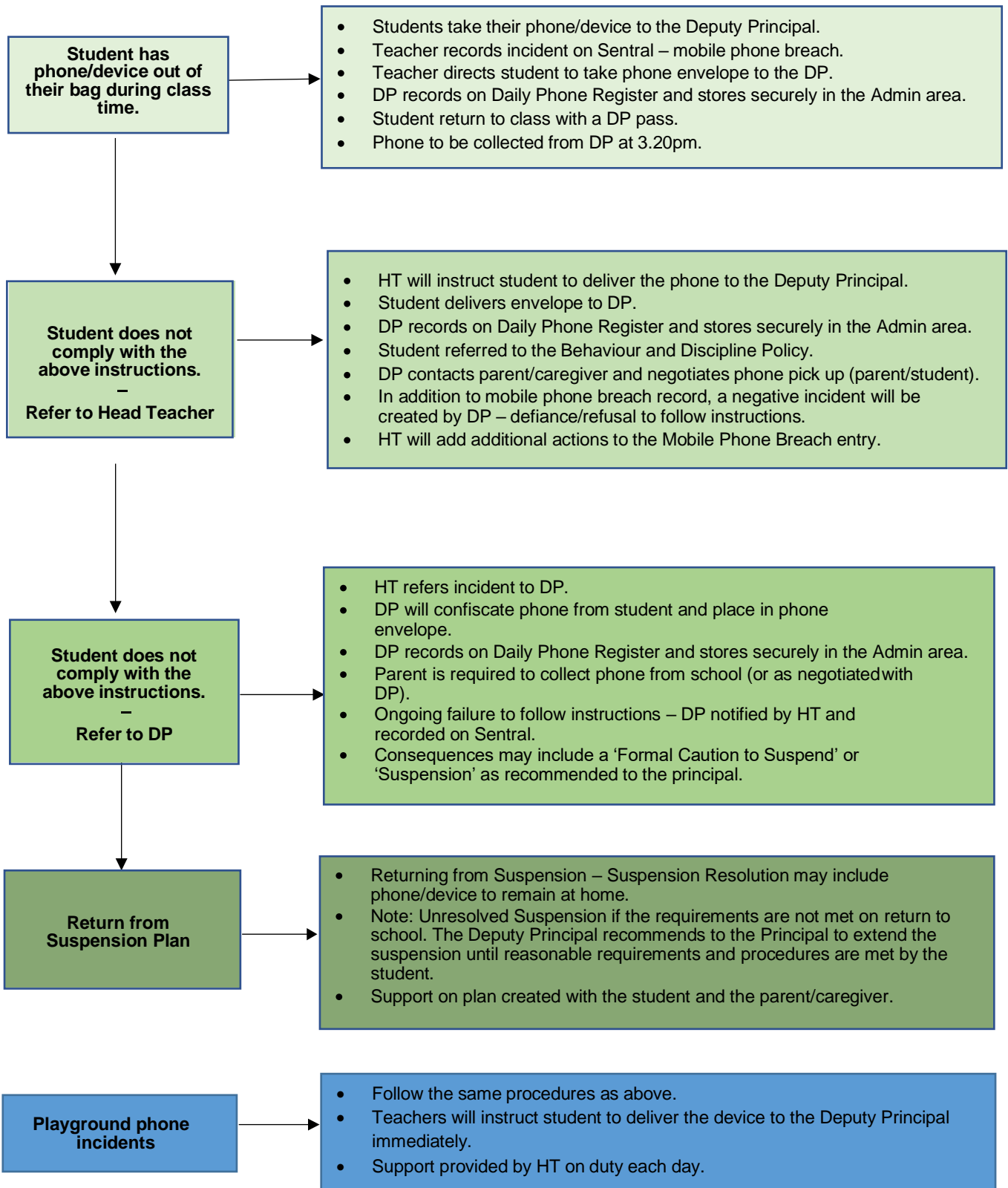
Communications continued with further information and reminders going to students, parents and caregivers.

Term 1, 2024 Week 1 - 4

Executives welcome students at all gates reminding them of the new policy. This will continue as needed.

Appendix 1. Pennant Hills High School – 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 and Plan.

Parent/caregiver contacts Deputy Principal for information on obtaining an exemption to the PHHS mobile phone and other electronic device policy. Discussion occurs around possible eligibility for exemption as per mobile phone/device policy. Parent/caregiver is given Mobile Phone Exemption Application.



Parent/caregiver completes application for phone/device exemption and gathers any required documentation e.g. medical certificates and/or behaviour support plans. Parent/caregiver contacts Deputy Principal to make appointment to further review eligibility and create a plan around eligibility.



Appointment with Deputy Principal to discuss and complete the Phone Exemption Plan around phone/device use.



Application for Phone Exemption + Exemption Plan for student with a phone exemption + Required documentation to be submitted to Principal for final approval.



Final approval communicated with parents/caregivers via Deputy Principal. Student issued with a Phone Exemption card and Sentral Flag.



Paperwork given to SAO to place data into Mobile Phone Exemption under 'Plans' in Sentral and notify class teachers. Paperwork filed in archive room.



2.1 Mobile Phone and Electronic Device Exemption Application

Name:

Year:

Deputy Principal:

Parent/Caregiver:

Parent/Caregiver Contact:

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

Is medical exemption / adjustment /
information / evidence attached?

YES / NO

Have you met with the DP to develop an
appropriate plan?

Plan attached: YES / NO

Principal Approval

YES / NO Signature:

Date:

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

OFFICE USE

- Plan created in Sentral.
- Phone Exemption Card created and given to DP to deliver to the student and notification to the parent/caregiver.
- DP notifies parent/caregiver that exemption is in place. Recorded on Sentral.



2.2 Mobile Phone and Electronic Device Exemption Plan

| | |
|---|--------------|
| Student Name: | Date: |
| 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: When/Where/Who | |
| Student Signature: | |
| Parent/Caregiver Signature: | |
| Principal/Delegate Signature: | |

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