

Gloucester High School Mobile Phone Policy

Rationale:

Gloucester High School uses digital technologies as a learning tool to improve learning outcomes by increasing access to global information. When mobile devices are used appropriately, they offer students and parents advantages in terms of communication and a sense of personal safety, however these can have a negative impact on the learning environment, and the safety and wellbeing of students. The school embraces the benefits of technology and is committed to promoting positive social and personal interactive skills as well as reducing students' exposure to cyber related risks such as cyberbullying, online sexual predation, sexting, identity theft and fraud, when using the internet, mobile phones and other personal electronic devices.

Purpose:

The aim of the policy is to:

- Establish a digitally responsible culture which is keeping with the values and expectations of Gloucester High School by educating students to be safe, responsible and ethical users of digital technologies.
- Minimise potential distractions, disruptions and wellbeing issues that can occur from inappropriate uses of mobile devices.
- To improve interpersonal communication skills between students during breaks.
- Recognise that explicitly teaching students about safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

Implementation:

- Students may need to be in possession of an electronic device at school for reasons relating to their safety in travelling to and from school, however the phone is to be turned off and secured in their bag for the day. The device is the student's responsibility and Gloucester High School will not accept any responsibility for the security, loss or damage of the device while at school.
- Students are not to use the device to contact a parent/caregiver during school hours, including break times. All such calls or messages should be made from the school administration office.
- Parents are asked **not** to ring or message their children during school hours, however they can contact the school office and this message will be passed on to their child. The student will be provided an opportunity to return your call via the school office phone.
- **Students in Years 7-10:** Personal electronic devices are not permitted to be used during the school day and on school grounds. This means before and after school, during and between classes, and at all break times such as recess and lunch. *Please note:* 'school grounds' extends to school excursions,

sport carnivals and other events off the school site where an approved school activity takes place. Any need for electronic devices in class time will be organised by the class teacher with pre-booked laptops. It will become a discipline issue if a personal device is seen or heard at any time during the day.

- **Students in year 11-12:** The devices are only to be used in class when under direct teacher supervision for class related work (such as music class, filming sports for feedback, photos for folio work in art, Hospitality, Agriculture, Industrial Technology).
- This also relates to the Senior Study Centre during study periods (and includes non-use of earphones and the like used for listening to music/podcasts), excursions, sport carnivals and other school events.
- *Please note:* 'school grounds' extends to school excursions, sport carnivals and other events off the school site where an approved school activity takes place.
- **Technical support** is not provided by the school for personal devices (other than limited support for personal laptops) nor are device charging facilities (other than for personal laptops). Students can connect their privately owned laptops to the school Wi-Fi network using their personal passwords and access charging facilities. As stated in the Department of Education policy, students are not permitted to access the internet via their private data plan or via hotspot to another device. This is to protect students from accessing social media platforms and inappropriate websites. The Department of Education, via the Wi-Fi network, provides filters to eliminate this misuse of social media platforms and inappropriate websites.

Consequences:

Breaching this policy may include:

- Student asked to turn phone off, place in their school bag and leave the school bag at the front of the room until the end of the lesson.
- Confiscation of device by Head Teacher, Deputy Principal or Principal, for collection at the end of the day, or time of leaving school, from the Head Teacher, Deputy Principal or Principal. Sentral entry, parent phone call and discipline point. Phoned to be stored in sealed envelope and stored in school safe.
- Confiscation of a device until such time as a parent /carer can attend the school to collect the device. Sentral entry and discipline points given.
- Banned from bringing the device to school for a set period of time.
- In the case of bullying, harassment, threatening behaviour or access to inappropriate web sites; school-based management (meetings, detentions, suspensions) as well as outside agencies such as the police may be involved.

Confiscated devices will be:

- Turned off by the student.
- Placed in an envelope with the student's name, date, time and teacher's name.

- Handed to Head Teacher, Deputy Principal or Principal to be placed in the front office and entered on a register.
- Picked up at the end of the day or when the student is leaving for the day from a Head teacher, Deputy Principal or Principal and signed to indicate it has been collected.
- Collected by the parent/carer.

Disciplinary action for breaching this policy is aligned to our current Discipline Policy and Positive Behaviour for Learning (PBL) program.

1st Warning:	1st incident:	2nd incident:	3rd incident:
Acknowledgement of the policy. Signed after receiving the policy	<ul style="list-style-type: none"> • Teacher to ask student to turn the phone off, place in their school bag, place school bag at the front of the classroom and student collects their bag at the end of the lesson. • Issue discipline point for disobedience • Sentral entry. 	<ul style="list-style-type: none"> • Placed in an envelope, details recorded on envelope and taken to front office to be securely stored. • Entered in register • Head Teacher, Deputy Principal or Principal to return at the end of the day or time of student leaving school. • Student to sign receipt of device • Discipline point for disobedience • SMS parent/carer of incident • Sentral entry 	<ul style="list-style-type: none"> • Placed in an envelope, details recorded on envelope and taken to front office to be securely stored. • Entered in register • Head Teacher or Deputy Principal to contact the parent to arrange collection of the device • Sentral entry • 2 discipline points for continued disobedience • Parent /Carer invited to school for interview and to collect the device – possibility student not to bring the device to school for set period of time

Roles:

Students:

- Follow the policy.
- Seek Head Teacher, Deputy Principal or Principal support in managing mobile phone/device misuse in the classroom.
- Collect at the end of the day, or at the time of leaving school from either the Head Teacher, Deputy Principal or Principal.

Parents/Carers:

- Support the school in the implementation of this policy.
- Ensure their child fully understands the policy.
- Provide support to the school in the implementation and enforcing the policy.

Teachers:

- Support the implementation of the policy through consistent practice.
- Place confiscated devices in an envelope, correctly labelled
- Take envelope to front office and complete the register.
- Role model these expectations by not using their personal devices during class time or on playground duty unless in emergency situations.

Head Teachers:

- Support the implementation of the policy. Place the confiscated device in the envelope and complete details on the front.
- Take envelope to the front office and complete the register.
- Support staff.

Principal / Deputy Principal / Head Teacher:

- Support the implementation of the policy.
- Return devices at the end of the day or time of leaving and complete the register.
- When required, arrange interviews with parent/carer.

Exceptions:

Students with a diagnosed condition who benefit from audio distractions, will be permitted to use an approved electronic device (student's personal laptop) with headphones as a strategy to support their learning and manage their behaviour. This will be discussed with the family and the Learning and Support Teacher and will be evident in their Individual Learning Plan with provided evidence, such as. As Doctor's certificate; or paediatrician, psychologist or psychiatrist report.

Note:

- This policy extends to: mobile phones, wearable devices, digital cameras, MP3 players/iPod, tablets, game consoles and similar devices, including ear phones/buds.
- The school will take no responsibility for theft, loss or damage to personal devices.
- The school's Mobile Phone Policy has been developed in consultation with staff, students and the school's parent community.
- New students will be briefed on this policy and sign the acknowledgment

This policy was written by the team after: analysing educational papers and reports on mobile phone/personal electronic devices in schools and related impact excessive use has to young people's mental health and wellbeing, communication and interpersonal skills; and parent, staff and student surveys on disruption to learning and managing inappropriate behaviours related to personal mobile device use.

Legal Bulletin 7 – Privacy –school photographs and Videos and Other Media

Legal Bulletin 35 – Misuse of technology in schools

<https://education.nsw.gov.au/news/media-releases/nsw-takes-action-on-mobile-devices-in-schools>

<https://education.nsw.gov.au/about-us/strategies-and-reports/our-reports-and-reviews/mobile-devices-in-schools/Policy.pdf>

<https://education.nsw.gov.au/about-us/strategies-and-reports/media/documents/mobile-device-literature-review.pdf>

<https://education.nsw.gov.au/about-us/strategies-and-reports/our-reports-and-reviews/mobile-devices-in-schools>

<https://education.nsw.gov.au/about-us/strategies-and-reports/media/documents/mobile-phone-review.pdf>

<https://www.digitalcitizenship.nsw.edu.au/articles/mobile-devices-in-schools>

<https://www.digitalcitizenship.nsw.edu.au/articles/using-technology-in-schools>

For teachers:

<https://education.nsw.gov.au/policy-library/policies/social-media-policy>

<https://education.nsw.gov.au/policy-library/associated-documents/social-media-procedures.pdf>

Team:

Principal: Trudi Edman

Teaching Representatives: Sam Cornall, Michael De Angelis and Tess Nolan

Support Staff Representative: Amanda Moore

Parent Representative: Sharee Pope

Written: November 2019

Introduced: To Years 7-11 December 2019

Reviewed & Endorsed: December 2021

September 2023

Further acknowledgement:

Explicitly taught, acknowledgement signed by students 7-12 February 2020

Explicitly taught, acknowledged and signed by students in Wellbeing classes at the beginning of Year 7 since 2021

Explicitly taught, acknowledged and signed by students on enrolment since 2021



Care Achievement Respect Effort Responsibility

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Mobile Phone Policy Acknowledgement

Purpose

The *Mobile Phone Policy*, which is to commence January 2020, been developed to:

- Establish a digitally responsible culture which is in keeping with the values and expectations of Gloucester High School by educating students to be safe, responsible and ethical users of digital technologies
- Minimise potential distractions, disruptions and wellbeing issues that can occur from inappropriate uses of mobile devices
- To improve interpersonal communication skills between students during breaks
- Recognise that explicitly teaching students about safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

Please read the following carefully prior to signing.

By signing below I agree:

- I have had the Mobile Phone Policy explained to me
- I have had an opportunity to ask questions
- I acknowledge that consequences will occur if I breach this policy
- **I acknowledge that the school cannot be held responsible for any damage to, or theft/loss of, my device if I bring it to school.**

Name of student: _____

Signature of student: _____

Date: _____

PLEASE SIGN AND RETURN THIS PAGE

