



SMITH'S HILL HIGH SCHOOL

PROMOTING EXCELLENCE IN A SPIRIT OF TRUST AND COOPERATION

Mobile Phone and Electronic Device Ban Policy Document SHHS 2023 Term 4

1. Policy Documents DoE

This policy applies to all students in NSW public schools.

1. Policy statement

1.1 Students are not allowed to use mobile phones at school, including during recess and lunch.

1.2 Principals will manage individual requests from parents and/or carers, and students, for any exemptions to the policy.

1.3 Principals may allow students to use mobile phones in specific circumstances, such as for an educational purpose, to achieve student health and wellbeing outcomes, or as part of reasonable adjustment to enable students with specific needs to participate in education on the same basis as other students.

2. Context

2.1 Learning environments should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.

<https://education.nsw.gov.au/policy-management-schools/student-use-of-mobile-phones>

2. Review into the non-educational use of mobile devices in NSW schools – report

<https://education.nsw.gov.au/about-us/strategies-and-reports/our-reports-and-reviews/mobile-devices-in-schools/review-into-the-non-educational-use-of-mobile-devices-in-nsw-schools>

3. SHHS Policy Detail:

● **Mobile Phones Use:**

- All mobile phones must be switched off from 'gate to gate' and put away in students' bags and completely out of sight. This ban applies in all settings offsite that are school events E.g.: carnivals, excursions, performances etc.
- School staff can allow students to use their mobile phones in specific circumstances, such as for an educational purpose, for their wellbeing or to support students with specific needs if they have an authorised exemption.
- Mobile phones can only be accessed before and after school hours or after the completion of the school event.
- Mobile phones are the responsibility of the student. The school is not responsible for the loss or damage of a mobile phone.
- If students are required to use their phone for educational purposes or have an authorised exemption the following rules apply.
 - students are not permitted to use mobile phones to take images or to record vision or sound without explicit permission of the subject or under staff instruction.
 - students should not use mobile phones to access, download or send inappropriate, offensive or prohibited material.
- Students are expected to continue to abide by the '[Behaviour Code for Students](#)' as set out by the DoE when using any device at school.
- At no time are students to use their mobile phone to contact parents or caregivers during lesson times or break times. Emergency calls to parents should be made through the administration office. This applies even when students have their phone out for educational purposes or have an exemption.
- Parents/carers are requested to contact their children through the administration office on 4229 4266 in the event of an emergency.
- The school will not provide messages to students from family members other than in the event of an emergency.

● **Device Use at Break times and non-class time:**

- Devices are referred to as:
 - Laptops
 - iPad
 - Smartwatches if they are linked to a phone or computer. This link must be disabled during school hours if the student chooses to wear them.
 - Earbuds or headphones.
 - None of the above devices are to be used during **break times or before school** unless under the explicit instruction of a teacher.
 - None of the above devices are to be used during **class time** unless under the explicit instruction of a teacher or for senior students when engaged in independent study in the library or on school grounds.

● **Management of student misuse of devices during class time or break time:**

- Students will not be given a warning for misuse of their devices. The policy will be effective Day 1 of Term 4.
- If a student is found with a device at an unauthorised time, they will be asked to place the device or devices into a sealed bag and write their name and class on the packaging for easy identification.
- The students will be directed to take the device to student services for safe storage.
- When the student hands over the device to the front office they will receive a slip from the administration staff that they bring back to the teacher which confirms the device has been handed over.
- Devices will be stored in a secure place in the office.
- If a student misuses a laptop at break times the laptop will be confiscated for that break time and the student will get the laptop back at the end of the break for use in the next timetabled class. This ensures that the students' learning continues in lesson time.

- ***Consequence of student misuse of devices during class time and break times:***

- Students will not be given a warning for using their devices at unauthorised times. The policy will be effective Day 1 of Term 4.
- ***First confiscation:*** Students are to pick up their device from the front office at the end of the school day – 2.45pm.
- ***Subsequent Confiscation:*** Parent/carer will be required to collect the device from school at the next available opportunity.
- Administration staff will log an incident on Sentral for any offence for record keeping.
- Students who do not comply with the policy will be dealt with under the [Student Wellbeing and Discipline Policy](#).

- ***Use of Devices in the Library for senior student Study lessons:***

- Senior students will continue to have access to the upstairs section of the library for their independent study. They are permitted to use their laptop devices and earbuds/headphones if for educational purposes and necessary for their study.
- There are times when senior students choose to study outdoors in an area visible to staff. They will be permitted to use their devices at this time for study or educational purposes, however, if the student contravenes these rules the device will be taken, or the student will lose the privilege to outdoor study.
- Use of Mobile Phones in the Library will not be permitted unless under teacher direction for educational purposes.
- Students can use an E-reader in the library. The device is strictly for reading purposes only.

- ***Use of Devices in the Library for junior students at break times:***

- Students are encouraged to engage with their friends at break times and to cease using electronic devices for educational purposes.
- However, there are times when students, may need or want to complete schoolwork, homework or assignments at break times. They will be permitted to use laptops in a designated zone of the library for these purposes under supervision of a staff member.
- At no time will students be permitted to have use their phones or devices in the library for recreational purposes.
- Students can use an E-reader in the library. The device is strictly for reading purposes only and cannot connect to the internet.

- ***Exemption of Device Usage:***

- School staff can allow students to use their mobile phones or other devices in specific circumstances, such as for an educational purpose, for their wellbeing or to support students with specific needs.
- Individual student requests for exemption will be assessed and considered by the school for medical, wellbeing and learning needs.
- The Wellbeing Team with support of the Deputy Principal will manage this process and staff will be notified of any exemptions using our current processes for students with additional needs.
- If a parent or carer is requesting or wishes to discuss an exemption for their child, they must make contact with the school prior to any permissions being granted.
- ***NOTE:*** If students do not have a laptop/iPad for educational use the preference is that they borrow a device from the library rather than resort to using their phones during class time. Students will be directed to the library to borrow a laptop for the day.