



BHHS Mobile Phone Policy and Implementation

Term 4 Trial Procedures

Purpose Statement:

The “no phones in school” policy is being implemented to increase focus and learning in classrooms, remove distractions and promote positive social interactions. The implementation of this policy is a requirement by the NSW Department of Education under the *Students’ Use of Mobile Phones in Schools* Policy.

Rational:

From Term 4, 2023, students are not permitted to use mobile phones whilst on school grounds, including before & after school, recess and lunch. We understand that phones are an integral part of life and that parents/carers provide their children phones for their personal safety and security. However, whilst at school, the school would encourage students to engage in meaningful conversations with each other and physical activity during breaks rather than online activities. In emergency situations, students and parents/carer may contact each other through the Front Office. The school, understands that there are some circumstances where a phone may be required by students. Therefore, exemptions are available for students that may require the use of a mobile phone for wellbeing reasons, learning or medical needs.

The NSW Department of Education provided five options for schools to implement this policy. After surveying the views of teachers, students and parents, there was majority support for the introduction of the option “**phones off and away**”. It has been decided to trial this option during Term 4, with a review in early 2024.

Roles and Responsibilities:

Principal, Executive and Teachers:

- Practice consistent with the school behaviour policy
- Staff model appropriate use of mobile phones
- Organise safe keeping of mobile phones if confiscated

Office staff:

- Organise safe and secure keeping of confiscated phones
- Keep an accurate record of collected mobile phones
- Communicate with parents/carers as required

Parents and carers:

- Encourage students to follow the school policy
- Communicate with their child through the front office rather than contacting the student directly
- Understand that the school takes no responsibility for loss or damage to phones
- Encourage their children to engage in social and physical activities during break times
- Work collaboratively with the school and help reinforce the school’s procedures and behaviour management policy and use of phones at school to support staff

Students:

- Turn off the phone and place it in a bag or pocket for the duration of the time on school grounds, this extends to excursions, sports activities and other events on or offsite unless otherwise advised
- In some circumstances, students may be requested to place their phone in a secure safe in the staffroom, which will allow the phone to be provided as required
- Engage in learning in the classroom
- Engage in social and physical activities during break times
- It is the responsibility of students to follow the guidelines outlined in this document

Implementation of policy:

Updated 8th September 2023

At BHHS, the “no phone” policy will be implemented by requiring students to turn off their phone when entering the school grounds and place them in their bag or pocket for the duration of the day. They will only be allowed to take them out and use them when leaving the school grounds at the end of the day. This means that they are not permitted to be used at recess and lunch, and before/after school on school grounds. It also extends to excursions, sports activities and other events on or offsite unless otherwise advised.

Students are not permitted to congregate around the school entrances before entering the school grounds in order to use their phones, especially in the morning. Once arriving at school, students must enter the school grounds where there is teacher supervision.

The exceptions to this policy will include:

- Exemptions through an application process for wellbeing, medical or students with specific needs
- Required as a learning tool for educational purposes with explicit teacher permission

Applications for exemptions from parents/carers and students is through an application process from the relevant Deputy Principal unless already identified by the wellbeing team.

Phone Protection:

- Students must take full responsibility for any phone brought to school. The School and staff accepts no responsibility for replacing lost, stolen or damaged phones.
- Confiscated phones will be labelled and then stored in a secure place in the front office. Any existing damage will be noted and added to the phone documentation.
- Students are advised to mark their mobile phones clearly with their name.
- BHHS strongly advises the use of passwords and Personal Identification Number (and not to share these with others) to protect mobile phones from unauthorised use.

Consequences:

- Students who do not meet the expectations in this policy will be subject to consequences consistent with the school behaviour management plan.
- The use of mobile phones **without permission** during lessons, assemblies, excursions or other school events will be managed according to the BHHS Behaviour Management Policy.
These include, but are not limited to:
 - Confiscation of the mobile phone for the remainder of the school day.
 - Confiscation of the mobile phone until such time as their parent/carer can attend school to collect the device
 - Removal of “**phones off and away**” and replaced by “**phones stored in office**” for the school day.
 - Issue of warning of suspension
 - Suspension for continued disobedience due to failure to follow the procedures of this policy and the Behaviour Management Policy.
- Confiscated mobile phones will be stored securely at the Front Office.

In the Classroom and/or Playground



Excursions

- Phones may be required to enable students to get to a venue and communicate with a teacher if running late. This is only permitted if indicated on the permission note.
- Students are not permitted to use their phones while at the venue of the excursion unless given specific permission by the supervising teacher for a particular purpose.

Sport

- Students are not permitted to use their phones whilst at sport in line with the DoE policy, unless an exemption has been granted for a particular purpose. This will be indicated on the Sentral PXP roll.

Canteen

- Students will be required to use a card or cash to pay for purchases at the canteen

Exemption process

- Exemptions will be provided to identified students from the Wellbeing and Learning Support teams. These exemptions will be identified via a flag on Sentral and a card given to student.
- For non-identified students seeking exemption, medical documentation is required to support the application for exemption. This will be reflected in the student's IEP which will be completed by the HT T & L. A flag will indicate that this exemption has been approved on PXP.
- A student collects the application form for exemption from their supervising Deputy Principal who will provide them and their parents/carers with guidance.
- Once returned to the Deputy Principal the application will be considered by the Wellbeing Team and a recommendation made for approval or not.
- If approved the Deputy Principal will inform the student and parents/carers outlining the conditions of exemption and this will be communicated to staff through executive meetings.
- If not approved the Deputy Principal will inform the student and parents/carers and the student must comply with school and NSW Department of Education policy.