



SYLVANIA HIGH SCHOOL

Mobile Phone and Wearable Devices Policy and Procedures



EFFECTIVE: SEPTEMBER 2023

RATIONALE

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. The NSW government has banned mobile phones in all schools from Term 4, 2023.

Mobile phones and other devices such as Apple watches and airpods have advantages for their use in the broader community, however, in schools their use is highly problematic. In schools, mobile phones and other wearable devices present distractions from learning and pose a potential risk to student safety.

DEFINITIONS

- **'Off and Away'**: All mobile phones and wearable devices must be switched off and placed in students' bags for the entire school day.
- **'Mobile phones'**: All mobile phones.
- **'Wearable devices'**: includes smart watches, Apple watches and all other electronic devices (including iPods and other branded tablets), as well as their associated listening accessories, such as, but not limited to, headphones, ear pods and ear buds.
- **'Entire School Day'**: The time between students' arrival on school grounds until students have exited the school grounds, beyond the school gates.
- **School Grounds**: All classrooms, outdoor areas, corridors/hallways, bathrooms, bus bay waiting area and office spaces within the black perimeter fence. This also extends to excursions, sports carnivals, camps and all other events at the school or off site where an approved school activity takes place.

Please note: under this policy, the Principal has the discretion to determine the definition of mobile phones and wearable devices, in response to advancements in technology.

POLICY STATEMENT

At Sylvania High School, students **cannot use mobile phones or wearable devices** while on the school grounds at any time.

This applies to all students immediately once they enter through the school gate and includes class time, sport time, break time, and when moving between classes. This also extends to excursions, sports carnivals, camps and all other events at the school or off site where an approved school activity takes place.

Students will not be able to purchase food at the school canteen using their mobile phone. They will need to bring cash or a key card.

Exemptions for extenuating medical purposes may only be given after direct negotiation with the Principal.

Contact between students and their parents/carers if needed will be through the school office during the hours of 8.30am and 3.00pm via phone (9522 9951) or school email sylvania-h.school@det.nsw.edu.au

STUDENT EXPECTATIONS

Mobile phones and wearable devices will remain in students' bags "**Off and Away**" for the duration of the school day.

When **entering school grounds**, students will:

1. Turn their mobile phone off and place in their bag.
2. Remove wearable device(s) such as airpods, headphones, smart watches and Apple Watches and place them in their bags, set to airplane mode.
3. Not be permitted to use their mobile phone or wearable device(s) throughout the entirety of the school day.

When they **have exited school grounds**, students can:

1. Remove their mobile phone and wearable device(s) from their bags.
2. Switch on their mobile phone and wearable device.

PROCEDURES

At any time of the day on school grounds: If a student is **seen** with a phone or wearable device, or a teacher **hears** the ringing/buzzing of their mobile phone or wearable device(s), the mobile phone or wearable device(s) will be confiscated.

- Students will be directed by teachers to place their phone or wearable device(s) in an SHS phone envelope and take the envelope to the front office immediately.
- Students will be issued with a pass from the front office and directed to return to class.

If the student refuses to follow the teacher's instructions, they will be reported to the Deputy Principal. The Deputy Principal will confiscate the mobile phone and/or wearable device and may also remove the student from class or the playground. Parents/carers will be contacted as their child has refused to comply with the NSW Government ban.

Note: Students' refusal to follow instructions will result in an immediate escalation to Second Breach OR Refusal to Comply.

1. First Breach:

- a. The mobile phone or wearable device(s) will be confiscated for the day.
- b. The Deputy Principal will contact parents and/or carers and issue Warning One.
- c. Students will be able to collect the mobile phone or wearable device(s) from the front office at the end of the school day.
- d. The mobile phone breach will be logged on Sentral.

2. Second Breach OR Refusal to Comply:

- a. The mobile phone or wearable device will be confiscated for the day.
- b. The Deputy Principal will contact parents and/or carers and issue Warning Two OR Refusal to Comply.
- c. Parents will be required to collect the mobile phone or wearable device(s) from the school at the end of the day. Alternatively, if parents can't attend the school the phone will be kept in a secure locker overnight and collected by the student the next day.
- d. Students will be required to hand in their mobile phone and/or wearable device(s) to the Deputy Principal each morning for a total of 5 school days.

- e. The mobile phone breach will be logged on Sentral.

3. Third Breach AND/OR Continued Refusal to Comply:

- a. The mobile phone or wearable device will be confiscated for the day.
- b. The Deputy Principal will contact parents and/or carers and issue a Formal Caution of Suspension.
- c. Parents will be required to meet with the Deputy Principal or Principal to collect the phone and discuss their child's ongoing refusal to follow the NSW Government ban.

4. Fourth Breach AND/OR Persistent Refusal to Comply:

- a. The mobile phone or wearable device will be confiscated for the day.
- b. The Deputy Principal will contact parents and/or carers to collect the mobile phone or wearable device(s).
- c. Students will be issued with a Suspension from school for up to 5 days, in line with the 'Student Behaviour Procedures Kindergarten to Year 12' implementation document for the Student Behaviour Policy, Section 3.3.

STORAGE OF CONFISCATED ITEMS

All mobile phones and wearable devices will be confiscated via an SHS phone envelope and individually logged in a central system managed by School Administrative Staff. Confiscated items will be stored in a secure locker in the front office for the school day.

Students and/or parents will be required to sign for the confiscated items upon collection.

Note: It is the responsibility of students to not use their phones during the school day. Collections of confiscated items will take place after the final school bell. If a student misses the bus, they will be expected to make alternate arrangements to get home.

COMMUNICATION WITH PARENTS

All contact between students and parents/carers during the school day will take place through the front office via phone (9522 9951) or email sylvania-h.school@det.nsw.edu.au

In case of school emergency, including evacuation, the school will continue to communicate with parents via the normal school channels including email and social media platforms.

"OFF AND AWAY" STUDENT POLICY AGREEMENT

- I understand that I must turn off my mobile phone and place it in my bag upon arrival on school grounds, along with any wearable devices turned to airplane mode.
- I understand that my mobile phone and wearable devices must remain switched off and in my bag during fire/emergency drills.
- I understand that I am not permitted to switch on my mobile phone and/or wearable devices for the entirety of the school day, including school activities such as excursions and off-site sporting activities and camps.
- I understand that I am responsible for my mobile phone and wearable devices at all times and that **SYLVANIA HIGH SCHOOL staff** are not responsible for lost or damaged phones.
- I understand that my mobile phones and/or wearable devices found outside of my bag, ringing or buzzing in my bag or pocket, or being used whilst on school grounds will be immediately confiscated.
- I understand that I will be allowed to use my mobile phone once I exit the school grounds.
- I understand that I cannot use my mobile phone at the school canteen. I will need to use a key card or cash.
- I understand that if I refuse to follow these instructions and by extension a NSW Government ban, my refusal will lead to consequences per school discipline code and the schools **"Off and Away"** policy, presented at this Year Meeting held on (date)_____ .

I confirm I have read and understood the terms and conditions above and understand that if I breach the Sylvania High School *Off and Away* policy, I will be refusing to comply with a NSW Government ban.

Student Name: _____

Student Signature: _____

Definitions of terms and conditions.

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