



MOBILE PHONE & DIGITAL DEVICES POLICY

Policy commencement: Monday 9 October 2023 (Term 4)

The process:

This 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 under the *Students' Use of Mobile Phones in Schools Policy*.

The policy applies to mobile phones and any devices that connect to a mobile phone or mobile phone network, for example smart watches, ear buds and headphones, Wi-Fi dongles and iPads with data plans.

1. As students enter the school grounds, they must have their phones turned off and in their school bag. Students have the option of borrowing a phone pouch to store their phone throughout the day.
2. Mobile phones must remain in school bags at all times, including during recess and lunch breaks. Phones are not permitted to be used to make purchases at the school canteen.
3. Mobile phones may be used after the last bell of the day.
4. The 'Students' Use of Mobile Phones in Schools Policy' also applies to excursions and sporting events unless otherwise determined by the principal.
5. Principals may allow students to use mobile phones in specific circumstances, such as a medical reason, or part of reasonable adjustment to enable students with specific needs to participate in education on the same basis as other students. An exemption letter will be required, and the information provided to school staff.
6. The student must take full responsibility for their property and devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk.

Further non-compliance will be treated as a discipline issue:

- **FIRST INCIDENT:** If a student is not compliant with the mobile phone policy, for example is caught using their phone or if it is seen out of their bag, the student will be required to place their mobile phone in a secure phone pouch for the remainder of the day. The pouch will be carried by the student. At the end of the school day, the pouch can be opened in a deputy principal's office. A Sentral entry will be completed, and parents contacted to inform them of the breach and explain school expectations around mobile phones at school.
- **SECOND INCIDENT:** The student will be required to place their mobile phone in a secure phone pouch for the remainder of the day. The pouch will be carried by the student. At the end of the school day, the pouch can be opened in a deputy principal's office. A Sentral entry will be completed, and a formal caution issued. Parents will be contacted to inform them of the subsequent breach and explain school expectations around continued mobile phone use at school.
- **SUBSEQUENT INCIDENTS:** A suspension will be issued.



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Students Use of Mobile Phones in Schools Management Plan

Rationale and Objectives

Francis Greenway High School supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy <https://education.nsw.gov.au/policy-management-schools/student-use-of-mobile-phones>. Mobile phone use in schools can impact student learning and wellbeing. Restricting mobile phone use at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, while reducing the potential for inappropriate online behaviour. **Francis Greenway High School** has strong teaching and learning practices to support students in the classroom using various forms of appropriate technology, which maximises the benefits and minimises the risks of digital environments and prepares students for life beyond school. We foster a safe learning environment which supports and enhances each child's social and emotional health through our wellbeing and learning support teams.

Francis Greenway High School has elected to use the following approach. All mobile phones will be 'off and away' for the full school day, including recess and lunch. This will mean that students will have a responsibility to turn off their phone and store it safely in their school bag for the course of the school day. Students will be able to turn their phone on after the last period of the day. This is an approved NSW Department of Education option and will limit unnecessary distractions and complement our ongoing approach to ensure every student maximises their learning and social growth in a safe and supportive environment.

Exemptions

Francis Greenway High School understands there may be students who have a medical or disability need which will require them to access a mobile phone as defined in this plan. The principal or nominated person will meet with each student and their parents or carers to discuss individual student situations in order to determine where an exemption may be applied for, on behalf of a student, as well as the adjustments to any school-based practices and procedures. Specific information from medical professionals may be requested in support of exemptions.

Contacting Students

Francis Greenway High School understands there will always be emergencies when parents need to get in contact with students or vice versa during the school day. We try to keep this to a minimum, except for emergencies, to avoid disturbing the students' learning. Parents and carers can make contact with the school through the school office (Ph: 49641282; email: francisgre-h.school@det.nsw.edu.au) and students will also be able to contact parents or carers through the school office if urgent.