



Mobile Phone and Smart Device Policy – Engadine High School

The aim of this policy is to provide:

- a safe environment to learn without inappropriate mobile phone use or distractions.
- greater opportunities for social interaction and physical activity during recess and lunchtimes.

Engadine High School supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy. 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 online bullying. Engadine 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 prepare 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.

Engadine 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. 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.

Key Points:

Mobile phones and similar smart devices (smart watches, ear-pods, etc.) are not permitted at Engadine High School (this extends to extra-curricular activities inside and outside of school where the teacher/organiser deems this necessary)

Mobile phones and similar smart devices are not permitted to be used during class time, lunch and recess, transition times between learning periods (when moving from one class to the next, when accessing the canteen, the bathroom, when in sick bay, etc.)

The Principal may grant a 'Principal's Exemption' in order to facilitate the use of mobile phones or smart devices for learning or wellbeing reasons, including Safety Card support strategies as recommended by external experts, project-based learning program time slots where a smart device facilitates the learning process, practical senior subjects where smart devices are used to record Major Work progress or facilitate sequences of learning.

Inappropriate mobile phone/device use results in the device being immediately confiscated and stored in the Office. The device can be collected at the end of the school day unless otherwise determined by Principal/Deputy Principal. Repeated infringements will result in further consequences.

1 Purpose and Rationale

1.1. The widespread ownership of mobile phones, including associated paraphernalia such as ear-pods and smart watches, among students requires that school administrators, teachers, students, and parents take steps to ensure that such mobile phones and smart devices are used responsibly at school. This Policy is designed to ensure that potential issues affecting learning and wellbeing involving mobile phones can be clearly identified and addressed.

1.2. Engadine High School accepts that parents may give their children mobile phones to communicate and possibly to protect them from everyday 'risks' involving personal security and safety. Parents may also be concerned about children travelling alone on public transport, commuting long distances to school and/or any health conditions.

1.3. Engadine High School has established this Policy for personal mobile phones and smart devices that provides teachers, students and parents guidelines and instructions for the expected appropriate use of this technology during school hours.

1.4. Students at Engadine High School are permitted to bring mobile phones and other smart devices to school, provided they comply with this policy. **Mobile phones and Smart Devices are to be 'Off and Away, All Day'.**

1.5. Students at Engadine High School are not permitted to use personal mobile phones or other smart devices whilst on school grounds under any circumstances, without a 'Principal's Exemption'. This does not apply to devices (E.g. laptops or iPads) that students bring as part of the school's BYOD policy, though these should be used at the classroom teacher's discretion.

1.6. Phone use on school grounds is defined as the phone and/or device being visible, in use or found to be actively transmitting any information, including during bathroom visits.

1.7. Phones are not permitted for use as clocks, watches, calculators, alarms, timetables, cameras or for use at the canteen, under any circumstances in classrooms and learning environments.

1.8. Students, their parents and/or guardians are encouraged to read and familiarise themselves with this Policy if students intend to bring mobile phones and/or similar devices to school.

1.9. This Policy for mobile phones and similar devices also applies to students during sport, school excursions, camps, and extra-curricular activities, at the discretion of the Principal. (Unless otherwise stated by the teacher organising the Variation to Routine.

2. Responsibilities

2.1. Mobile phones are to be **'off and away all day'** from the time students enter school grounds in the morning until they are in the designated bus line area or have left school grounds at the end of the day. This includes before school and at break times.

2.2. It is the responsibility of students who bring mobile phones and/or similar devices to school to abide by the guidelines outlined in Engadine High School's Mobile Phone and Smart Devices Policy.

2.3. Parents should be aware if their child takes a mobile phone and/or smart device (or like technology) to school. They are not permitted to use this device in on school grounds, without the permission of the Principal.

2.4. Engadine High School will support students to use their mobile phones and smart devices in a safe and responsible way. Each year, time will be allocated to communicate to all students about expected behaviours regarding mobile phone. This will include digital citizenship education about safe and ethical use of mobile phones and social media.

2.5 Purchasing at the canteen - Students will be required to use a card/cash to pay for purchases at the canteen. Phones are not to be used for purchases.

3. Acceptable Uses of Mobile Phones and Smart Devices at School

3.1. *Using mobile phones and smart devices responsibly at school:*

3.1.1. Mobile phones or smart devices must not be used on school grounds and in learning environments without a 'Principal's Exemption'. An exemption will be considered and awarded in exceptional circumstances for whole classes or individual students. This also includes while engaged in other school activities, such as use of the bathroom, assembly, excursions, or sport (note – this permission would only occur in direct consultation with parents/carers with extenuating circumstances).

3.1.3. Mobile phones or smart devices must not be used whilst on school grounds – this includes, Office Duty, bathroom breaks, sport, excursions or at the canteen. (Unless an approved Principal Exemption has been granted prior)

3.1.4. Mobile phones or other smart devices should not be used in any manner or place that is disruptive to the normal routine of the school. This includes during class time if the phone or device is switched on and transmitting information out of sight.

3.1.5. If students bring mobile phones and smart devices to Engadine High School (for use outside of school times) they do so at their own risk of damage, consequences, loss, or injury.

3.1.6. If students bring mobile phones and smart devices to Engadine High School (for use outside of the school grounds (travelling to and from school) they should have them out of sight in bags, switched off and stored in a place to avoid distracting others engaged in learning activities.

3.1.7. The use of mobile phones and/or smart devices at Engadine High School is always at the discretion of the Principal, in consultation with parents, staff, community and our P&C as necessary to protect students and the learning environment.

3.1.8. Parents are reminded that in cases of emergency, the School Administration Office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way. Texting is a distraction in the classroom and is not permitted while students are engaged in learning activities and break times.

3.1.9. Mobile devices and/or smart devices are not to be used in changing rooms or toilets.

3.1.10. Mobile devices and/or smart devices are not to be used in any situation that may cause embarrassment or discomfort to their fellow students, staff, or visitors to the school.

3.1.11. Personal mobile devices and/or smart devices are not to be used to record or photograph any other person at school without consent or a Principal's Exemption where this is related to learning in the classroom.

3.1.12. Mobile devices and/or smart devices are not to be used by students that brings disrepute to the school. i.e. upload images to the internet at school, including video, recordings, photographs and/or commentary about Engadine High School, our students, staff, or community.

3.1.13. Students are reminded to protect their digital citizenship by only giving their close friends and family access to their digital and social media profiles.

3.2. *Cyberbullying:*

3.2.1. Using mobile devices to bully (also known as cyberbullying) and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour and immediate Suspension from school.

3.2.2. Students and parents are reminded that it is a criminal offence to use a mobile phone to menace, harass or offend another person.

3.3. *Theft or damage:*

3.3.1. Students who bring a mobile phone or smart device to school do so at their own risk. To reduce the risk of theft during school hours, students who carry such devices are advised to treat them as carefully as they would their wallet or purse.

3.3.2. Engadine High School accepts no responsibility for replacing lost, stolen, or damaged mobile and/or smart devices.

3.3.3. Engadine High School accepts no responsibility for students who lose or have their mobile and/or smart devices stolen while travelling to and from school.

3.3.4. To avoid disputes and assist in finding owners, younger students may want to mark their mobile phone and/or smart devices clearly with their names or an identifying sticker.

3.3.5. Mobile phones, smart devices or any other devices that are found in the school and whose owner cannot be located should be handed to School Administration Office.

3.3.6. If a mobile phone or smart device is lost or stolen, parents and students are advised to report the loss/theft to their mobile carrier so that they can de-activate the SIM card and block the mobile phone from use across all networks.

4. Sanctions/Consequences of Unacceptable/Inappropriate Use

4.1. Any student/s in breach of Clause 3, will have the device(s) confiscated immediately. The device(s) will be confiscated without warning, stored in the Office, and released to students at the end of the school day unless otherwise informed by a Principal or Deputy Principal. A second breach will result in immediate confiscation, stored in the office, and released to students at the end of the day. An after-school detention will also be issued. A third breach will result in immediate confiscation, stored in the office and parent collection will be required. The student will also be issued with a Formal Caution to Suspend. A fourth breach will lead to a Suspension from school.

4.2. Any student/s breaching this Policy may not be permitted to bring the device into the school in future, as determined by the Principal.

4.3. Students using mobile phones and/or smart devices to bully other students will face disciplinary action as sanctioned by the Principal.

4.4. Students who infringe the guidelines and rules set out in this Policy could face having their privilege to bring devices to school withdrawn, at the discretion of the Principal.

5. Parent or Caregiver expectations

In accordance with the procedure's parents/carers will:

5.1 Contact the school Front Office to pass on messages rather than contacting a student directly on their device (for acceptable reasons only, students will be permitted to use a phone in the front office to contact their parents/carers under the supervision of the Deputy Principal).

5.2 Understand that the school takes no responsibility for loss or damage to phones or personal electronic devices.

5.3 Work collaboratively with the school and help reinforce Ulladulla High School's Use of Mobile Phone (Personal Devices) Procedures with their child/ren.