



Wyong High School
PO BOX 406 53 Alison Road, WYONG NSW 2259
Tel: 024353 1088 Fax: 02 4351 2591
Web: www.wyong-h.schools.nsw.edu.au
Email: wyong-h.school@det.nsw.edu.au



Student Mobile Phone Procedures

Purpose

Wyong HS acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Scope

Mobile phones are not to be used during school hours. At the beginning of the school year, or upon enrolment, every student will be assigned a personal Wyong HS Pouch with an ID Number, similar to being assigned a textbook. While the Wyong HS Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.

Process

School Entrance (gate): As students enter the building, they will:

- 1) Turn their phone off.
- 2) Unlock their empty Wyong HS Pouch using an Unlocking Base at the Building Entrance(s).
- 3) Place their phone inside the pouch, securely close it and store in their backpack.
- 4) Each student will maintain possession of their mobile phone inside their WHS Pouch for the duration of the school day. Late students will do this process at the Front Office as they sign in.

School Exit (main quad): As students exit the building at the end of the school day, they will:

- 1) Unlock their pouch using an Unlocking Base in the main quad.
- 2) Remove their phone from their pouch.
- 3) Securely close their empty pouch and place it in their schoolbag for the next day.

(Exception: excused absence for a doctor's appointment in which case the student will unlock their pouch at the Front Office)



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Violations

Below are a list of potential student violations. Each of these violations will result in the student's device/phone and/or pouch potentially being confiscated by school staff.

- 1) Physical damage to the pouch in an attempt to circumvent its intended purpose. (Ex: Discoloration, pen marks, bent pin or stripped lock inside the pouch)
- 2) Forgetting or losing the pouch – phone will be left at front office.
- 3) Using their phone during school hours.
- 4) Other devices, such as laptops, tablets, head phones and smartwatches, pose similar challenges and opportunities. These devices can be linked to mobile phones and therefore the same policy applies to these actions.
- 5) All digital devices, not just mobile phones, should be used in safe, responsible and respectful ways.

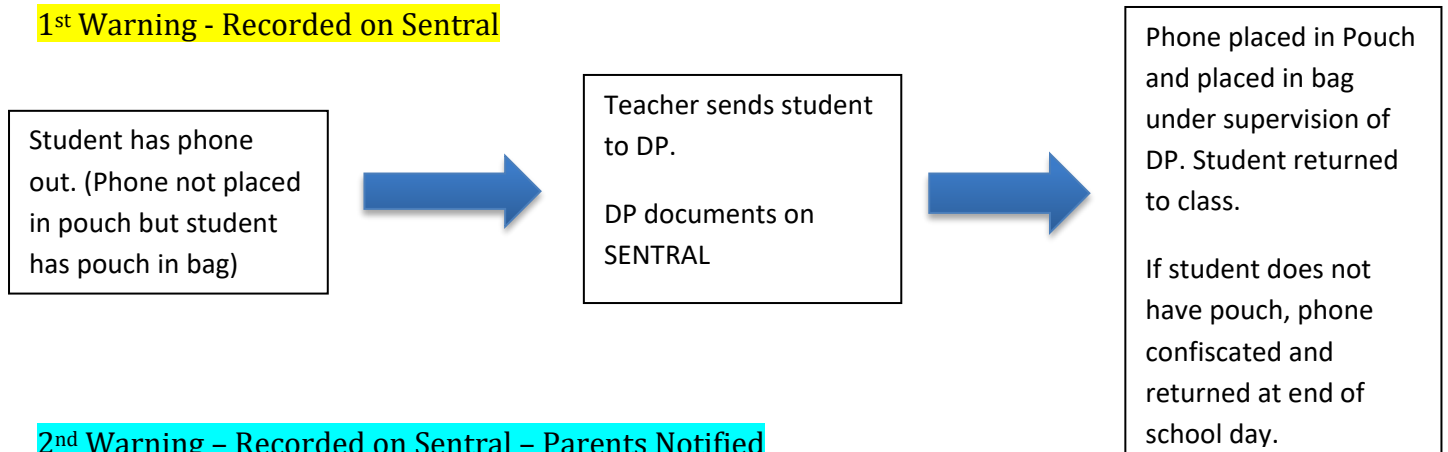
Disciplinary Action if a Yondr pouch is damaged.

- 1) Phone+Pouch will be confiscated and parent/guardian will be notified immediately.
- 2) Student's parent/guardian must come to the school to pick up their child's phone and a replacement pouch may be assigned.
- 3) **Suspension Warning** for damage to school property in the first instance. Potential **Suspension** for Continued Disobedience may be considered for serious damage or repeated damage.
- 4) DP will notify the Front Office. The Front Office will invoice student and parents via email and phone call for replacement Yondr pouch.
- 5) The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a **[\$12]** fee to replace the damaged school property.

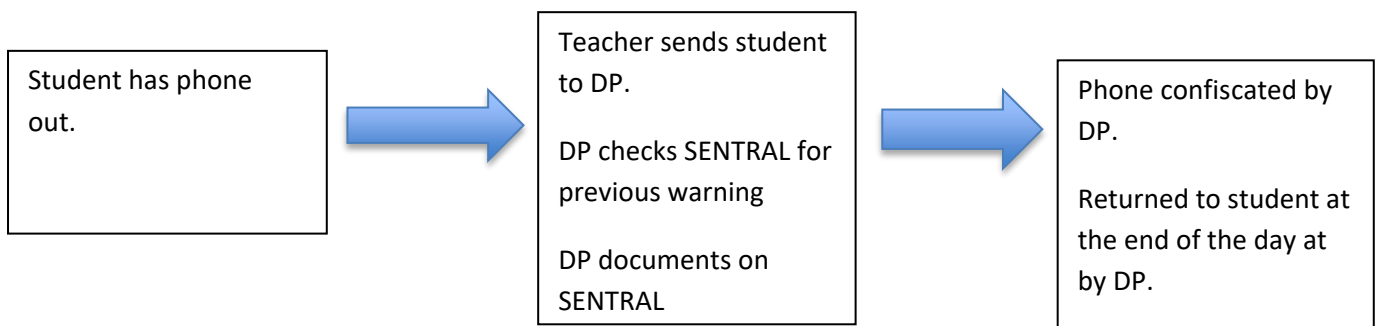
Consult Legal Issues Bulletins 8, 35 and 56 regarding liabilities that arise when student property is confiscated.



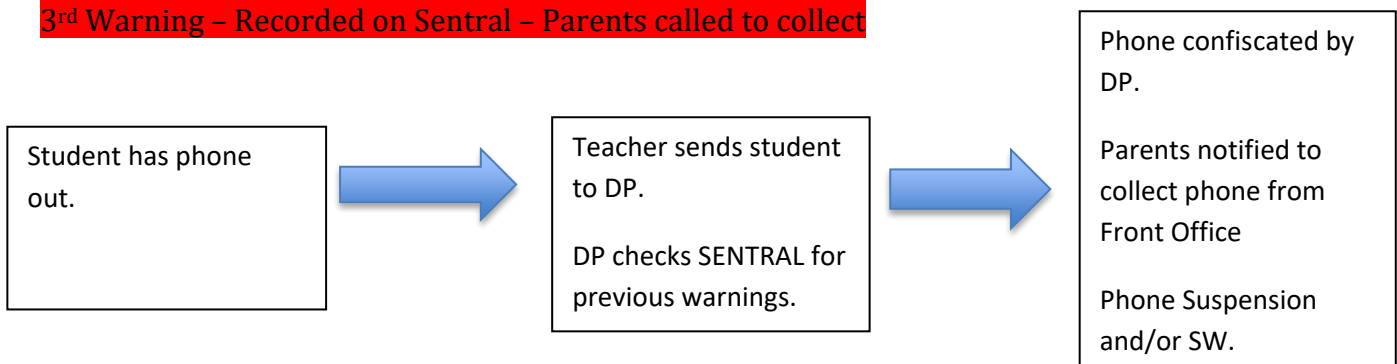
1st Warning - Recorded on Sentral



2nd Warning – Recorded on Sentral – Parents Notified



3rd Warning – Recorded on Sentral – Parents called to collect



- After a student hands phone to the DP they will return to class with a green 'Phone Returned to DP' slip. This will be used to notify the teacher that the phone has been submitted.
- Upon 3rd warning a **phone suspension** of 1 week will be issued. The student's phone is to be submitted to the front office each day during this time.
- Once phone suspension has been completed the warnings system will begin again.
- A **suspension warning** can be issued for **continued disobedience** as a result of repeated infringements of the school discipline code. Potential **Suspensions for Continued Disobedience** may be incurred if repeated infringements occur.



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Exemptions

Use of mobile phones will be permitted at recess, lunch and during class-time if a student requires a digital device or online service for medical reasons or for reasonable adjustments made as part of their individual education plan. These are not considered exemptions.

Exemptions can be considered in other circumstances such as to maintain family connection in difficult circumstances.

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

Students with exemptions will have the following;

- Phone Pouch Exemption Pass
- Flagged on Sentral student profile

Students and parents understand that phones must remain 'Off and Away' unless required for reasons outlined as part of the exemption.

Contact between students and parents and carers during the school day

Should a student need to make a call during the school day, they must:

- approach the Front Office and ask for permission to use the school's phone; or
- Ask DP for permission to unlock phone, make phone call and then lock WHS Pouch again. Storing the mobile phone again must be supervised by WHS staff.

During school hours, parents and carers are expected to only contact their children via the school office. A message will then be sent to student.

Responsibilities and obligations

For students

- Be safe, responsible and respectful users of mobile phones and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.



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- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the 2018 School Community Charter.
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
 - Establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.
 - Identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device.
 - Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
 - Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Model appropriate use of digital devices and online services in line with departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
 - Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
 - Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
 - Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to appropriate use of digital devices and online services.

For non-teaching staff, volunteers and contractors

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.



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Communicating this procedure to the school community

Recommended inclusions are listed below.

Students will be informed about this procedure through WHS School Website, SkoolBag App and WHS Facebook.

Parents and carers will be advised via the school newsletter. This procedure can be accessed electronically via the school's website.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's guide for students/ parents/ carers about making a complaint about our schools.

Review

The principal or delegated staff will review this procedure annually.