



Warrawong High School

Mobile Phone Agreement

Student name _____
Family name _____ Given name _____

Parent/Carer name _____
Family name _____ Given name _____

Terms and Conditions:

Students and parents/carers must carefully read this agreement prior to signing it. Any questions should be addressed to the school office.

Mobile Phone Agreement

We have read the Mobile Phone Agreement.

We understand our responsibilities regarding the use of the mobile phone and electronic devices.

In signing below, we acknowledge that we understand and agree to the terms and conditions.

We understand that we accept responsibility for any costs associated with the repair or replacement of mobile phone pouches if caused by any negligent act.

We understand that failure to comply with the mobile phone agreement may result in disciplinary action.

We understand that until this agreement is signed and returned to the school my child will not receive a mobile phone pouch and will be unable to bring their mobile phone to school.

Signature of student: _____ date: / /

Signature of parent/carers: _____ date: / /

PLEASE SIGN AND RETURN THIS PAGE TO YOUR YEAR ADVISOR

Introduction

The NSW government has initiated and developed a policy for the NSW Department of Education restricting or permitting student use of digital devices (mobile phones) in all school-related settings, including at recess, lunch, sport, excursions and during class. Digital devices (mobile phones) are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social, and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.

The Procedures

For the purposes of these procedures, 'mobile phones and other personal electronic devices' includes smart 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, air-pods, and earbuds. These procedures are outlined to manage student use of these devices at Warrawong High School.

These procedures promote the learning, safety and wellbeing of students and the management of any risk of harm and distraction from the use of digital technology accessed via a mobile phone, smart watch, air-pods, or other personal electronic device. Based on the Department of Education's mobile phone reform and consultation with students, staff and the school community, Warrawong High School has developed the following procedures to be effective **at the commencement of Term 4, 2023**.

A summary of research used to inform this policy and procedures can be found at the end of this document.

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.

Use of mobile phones or other personal electronic devices

Managing the safe use of mobile phones and personal electronic devices in the school environment.

- Each student and their family agree to the schools' electronic devices (mobile phones) terms of use policy.
- This policy and school procedure includes the supply of a mobile phone storage pouch to each student.
- A phone locking pouch is a physical system designed to limit the use of phones in certain areas by locking them in a small pouch without connectivity.
- It is a small, mesh-like bag with a secure lock that is opened and closed with a special magnetic key. The pouch automatically locks when closed and requires a circular magnet to unlock. Students unlock their pouches at designated areas throughout the school, but emergency or for specific learning situations can be handled by staff unlocking the pouches.
- Teachers and other staff use mobile phones and electronic devices to mark rolls, complete daily activities and in case of emergency. They use their professional judgement in the use of devices in the school environment including classroom teaching and learning activities. The personal use of mobile phones and electronic devices for teachers and other staff are encouraged to be used in private.

Student Expectations

- Students may not use mobile phones and other personal electronic devices while on school grounds at any time. 'School grounds' extends to school excursions, school/grade sport, school carnivals, and other events at the school or off site where an approved school activity takes place, unless otherwise advised.
- Mobile phones are to be placed **'in pouches and away'** all day from the time students enter school grounds in the morning until they have left school grounds at the end of the day. This includes break times.
- Students must switch their smart watch to 'aeroplane mode' for the duration of the school day.
- BYOD or school issued laptops are NOT part of the ban, however, these devices **are not to be accessed before school or during break time in the playground**. Students who wish to use laptops at these times must do so in the library or a classroom under the supervision of a teacher. Teachers may also request or allow students to use listening accessories with their laptops as required for learning activities.

- If the student's phone or device is used inappropriately in school time (in class, sport, excursion, or playground) a teacher or member of staff will issue a mobile phone breach notice 'slip' which instructs the student to take their device to the front office at the next available break time or before school the following day. It will be the student's responsibility to hand in their device to the front office, staff will enter the phone on the Daily Phone Register and securely store the device in an administration safe. Failure to follow these instructions will incur more severe consequences, including Formal Caution to Suspend, or a Suspension, for persistent failure to follow school procedures and the Schools Behaviour and Discipline Procedures.
- Students must take responsibility for the mobile phone pouch and any mobile phone or similar device brought to school. The school or staff will not be responsible for their loss, theft, or damage. Students who bring their devices to school, do so at their own risk. If students lose or damage their pouch, they will be required to purchase a new pouch at their own cost.
- **Purchasing at the canteen** -Students will be required to use a card/cash to pay for purchases at the canteen. Students and parents are encouraged to pre – order prior to coming to school. Phones are not to be used for purchases.

Parent or Caregiver expectations

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

- 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 staff).
- Agree that the school takes no responsibility for loss or damage to phones or personal electronic devices.
- Work collaboratively with the school and help reinforce Warrawong High School's electronic device (mobile phone) procedures with their child/ren.

Exceptions/Accommodations (appendix 1)

A small number of exceptions/exemptions may be made. These exemptions will only be available for:

Managing a health condition

- Health related exemptions can be sought by parents/carers by contacting the principal and completing the Mobile Phone Exemption Application. (Appendix 1).
- In the case of a health condition, a letter/certificate from a medical professional stating when and how the mobile phone is to be used will be required.
- The Deputy Principal will work alongside parents and complete the Mobile Phone Exemption Plan. See the Phone Exemption Flow Chart (Appendix 1).

Note: No Phones to be used for Canteen Purchases, including those who have exemption

Discipline and Student Behaviour Management

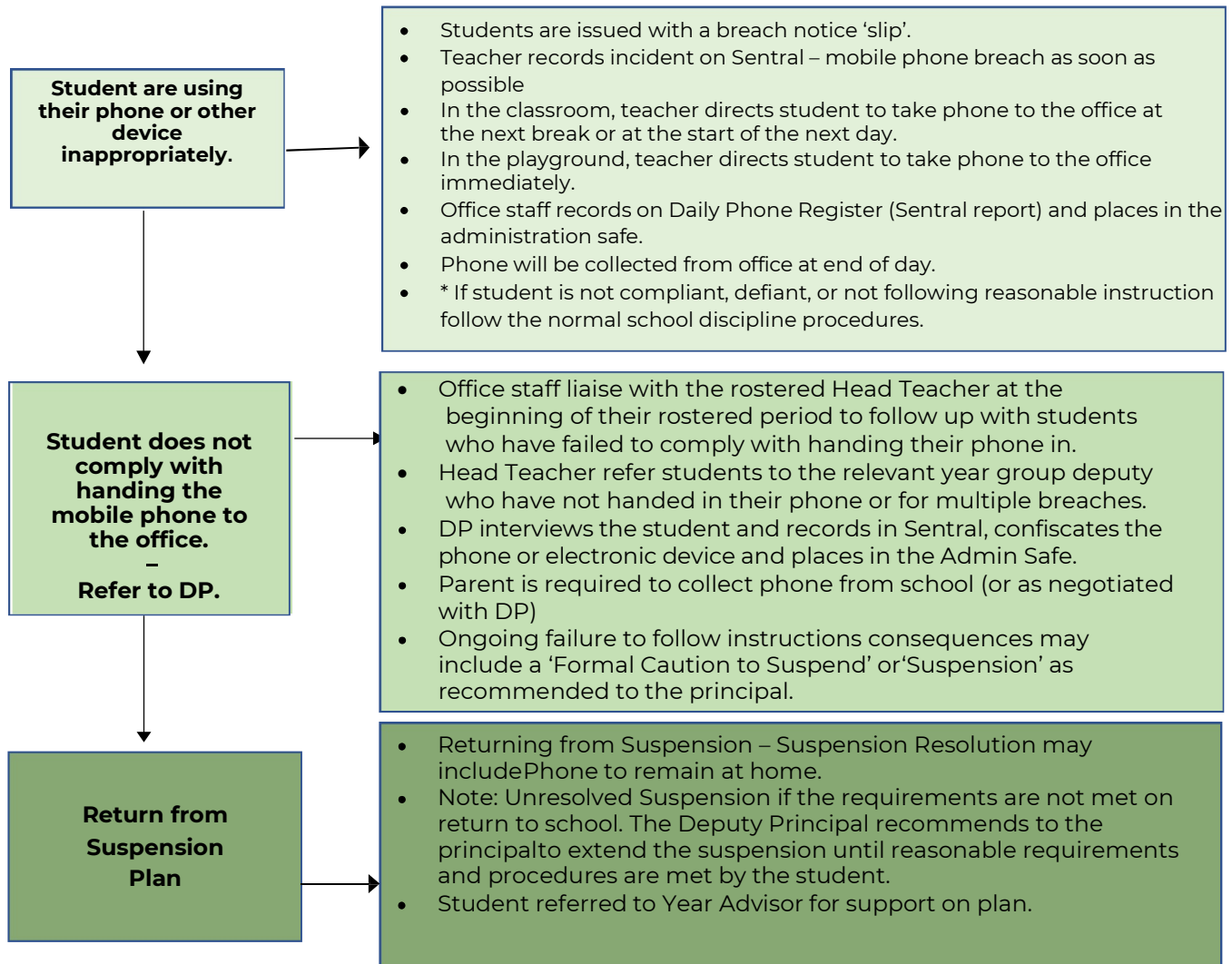
- i. **In class**, any students with a phone/device out of their pouch will be issued a breach notice 'slip', this requires the student to take their phone and pouch to the front office at the next break time or before school the following day. The front office will enter the phone on the Daily Phone Register and securely store the device in an administration safe. The teacher will record on Sentral Phone Breach. In the first instance, the student will collect the phone from the front office at the end of the school day.
- ii. **In the playground** any student with a phone/device out of their pouch will be issued a breach notice 'slip', this requires the student to take their phone to the front office immediately. Students who fail to follow this procedure will be referred immediately to the Head Teacher on duty. The front office will enter the phone on the Daily Phone Register and securely store the device in an administration safe. In the first instance, the student will collect the phone from the front office at the end of the school day.
- iii. **Students who fail to follow instructions** (report to the front office) in the playground will be referred to the Head Teacher on duty. The Head Teacher will escort the student to the front office. Failure to follow these instructions will result in referral to the Deputy Principal who will confiscate the phone and contact the parent/carer to organise for collection of the device. Consequences may include Formal Caution to Suspend, or a Suspension for persistent failure to meet the procedures of this policy and the School's Behaviour and Discipline Policy.
- iv. **Students with multiple mobile phone breaches or failure to hand in the phone** will be referred to the Deputy Principal. The Deputy Principal will confiscate the phone and may contact the parent/carer to organise for collection of the device. Consequences may include Formal Caution to Suspend, or a Suspension for persistent failure to meet the procedures of this policy and the School's Behaviour and Discipline Policy.
- v. **Students who use their device contravene to law or to bully, intimidate, or otherwise harass** other people through any voice call, text message, photographic, video, or other data transfer system available on the device will be referred directly to the Deputy Principal. Consequences may include Formal Caution to Suspend, or a Suspension for persistent failure to meet the procedures of this policy and the School's Behaviour and Discipline Policy.

Evaluation

These procedures will be reviewed, Week 8 Term 4, 2023 and will be again in the first year of implementation and subsequent years on a 3-year cycle. The procedures will also be reviewed considering further advice and compliance with the NSW DoE Policy on Mobile phone policy.

Warrawong High School – Mobile Phone Procedures

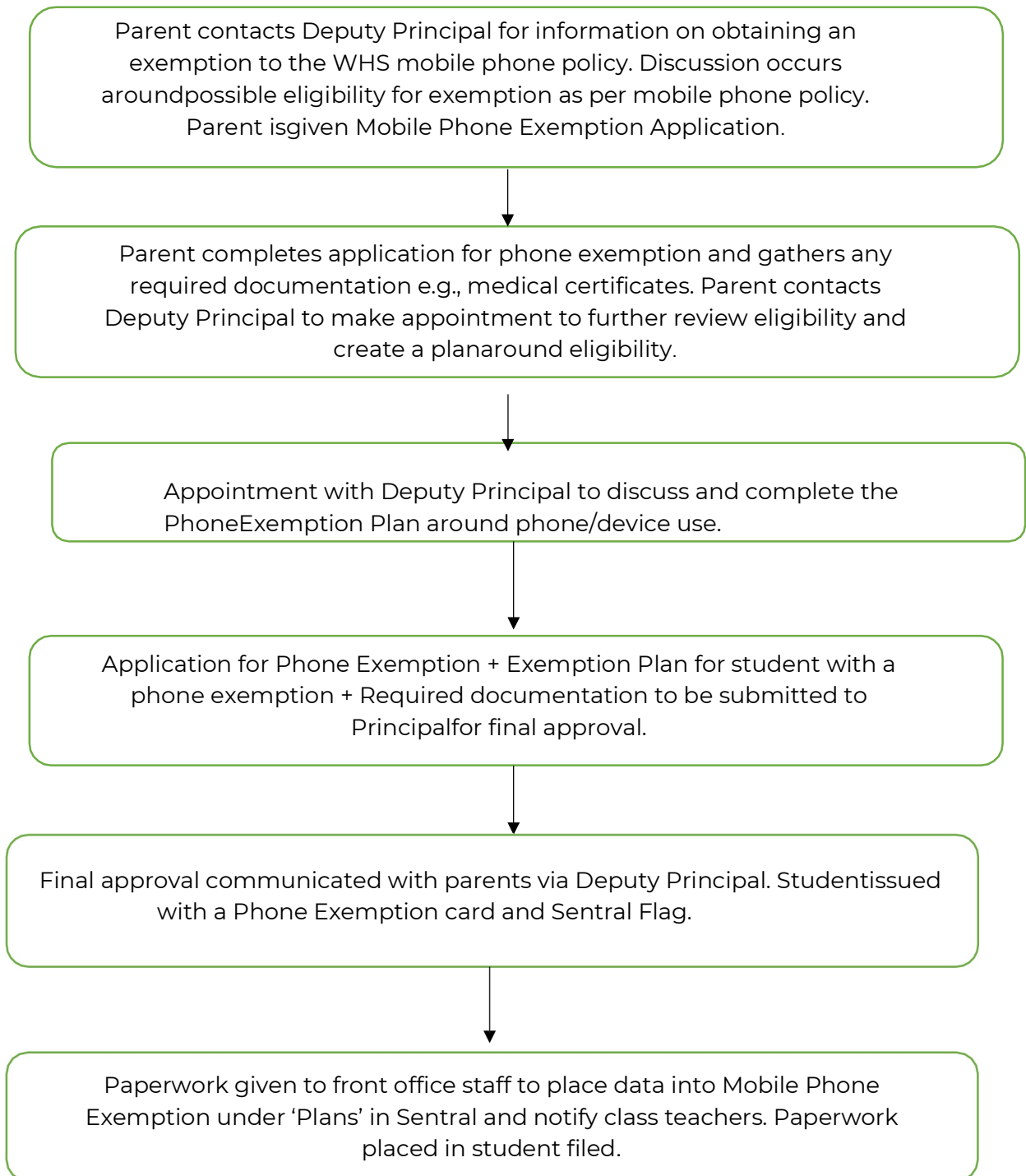
- **Students may not use mobile phones** and other personal electronic devices while on school grounds at any time. 'School grounds' extends to school excursions, sports carnivals, and other events at the school or off site where an approved school activity takes place, unless otherwise advised.
- **Mobile phones are to be 'in pouches and away'** all day,' from the time students enter school grounds in the morning until they have left school grounds at 2.55pm. This includes before school and at break times.
- **'Mobile phones and other personal electronic devices'** include smart watches (permitted on airplanemode) and all other electronic devices (including iPods and other branded tablets), as well as their associated listening



Appendix 1. Phone Exemption Flow Chart, Application and Plan.

4.1

MOBILE PHONE EXEMPTION – FLOW CHART



1.2 Application for Phone (Personal Devices) Exemption

Name:

Year:

Deputy Principal:

Parent/Carer:

Parent/Carer Contact:

Outline the health / wellbeing Mobile Phone procedure needed for this exemption?

Is medical exemption/information/evidence attached? YES / NO

Have you met with the DP to develop a appropriate phone plan? Phone Plan attached: YES / NO

Principal Exemption Approval YES/NO Signature: Date:

** Please bring all relevant documentation to the meeting with your child's DP where a plan will be designed in consultation with all parties.

OFFICE USE ONLY
<input type="checkbox"/> Plan created in Sentral.
<input type="checkbox"/> Phone Exemption Card created and given to DP to deliver to the student and notification to the parent.
<input type="checkbox"/> DP notifies parent that exemption is in place. Recorded on Sentral.

Appendix 1.3. Plan for Student with a Phone (Personal Devices)

Student Name:	
Reason for Exemption:	
Plan made in consultation with:	
Phone Plan Outline how the phone will be used as recommended by the medical practitioner or similar.	
How will the phone be accessed in the classroom/playground to ensure appropriate use of the phone. Include; When/Where/Who	
Student Signature	
Parent Signature	
Principal/delegates signature:	

***** Phone plan to be reviewed by Principal before final exemption approvals made**