

Newman Senior High School

STUDENT MOBILE PHONES IN SCHOOLS POLICY



Policy

The Department of Education does not permit student use of mobile phones in public schools unless for medical purposes outlined in a documented Health Care or associated Plan.

It is important to note that it is not a requirement at Newman Senior High School for students to have a mobile phone at school. This includes similar electronic devices such as music players, tablets and laptops and associated listening devices such as headphones/earphones.

Newman Senior High School recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones. This policy details the conditions under which mobile phones are permitted at Newman Senior High School.

The new policy supports staff and students to:

- reduce the potential for learning distraction
- protect the privacy of staff and students
- improve health and wellbeing
- reduce the chance of students bringing external issues to school through technology.

Requirements

- The **use** of mobile phones or associated devices for all students is not permitted from the time they enter the school grounds to the conclusion of the school day. Mobile phones should be '**off and away all day**'. This includes before school and at break times.
- Students are permitted to have mobile phones or associated devices in their possession during the school day, however they must be **turned off** and **neither seen nor heard**.
- Smart watches must be in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.

Exemptions

- Exemptions to this ban include where a student requires a mobile phone:
 - to monitor a health condition as part of a school approved documented health care plan or as part of a documented Individual Education Plan;

Communication

- Newman Senior High School has duty of care for all students when they are attending the school. All communication between parents and students, during school hours, should occur via the school's administration.
- In emergencies, where students need to contact parents/carers, they are to notify the appropriate school staff. If parents/carers need to contact their children, they are asked to contact the school directly on 9175 8100 or email info.newmanshs@education.wa.edu.au

Breaches of this Policy

- Breaches of this policy will be managed in accordance with the Newman Senior High School Positive Behaviour Support Policy.

FIRST BREACH WITHIN A TERM

- Students who do not comply with this policy will hand their mobile phone or associated device to a staff member, who will place it in an envelope (with the student's name on it) for it to be held in a locked space at Administration. The student can collect the mobile phone at the end of the school day.



SECOND BREACH WITHIN A TERM

- Students who do not comply with this policy will hand their mobile phone or associated device to a staff member, who will place it in an envelope (with the student's name on it) for it to be held in a locked space at Administration. The parent/carer will be informed and requested to collect the mobile phone from the school.
- Student will lose their Good Standing until the end of the term.



THIRD BREACH WITHIN A TERM

- In the case of repeated inappropriate mobile phone or associated device use by a student, the Principal will contact parents and may direct the withdrawing of the student's mobile phone or associated device from the school for a determined period or permanently.
- Disciplinary action, in accordance with Newman Senior High School's Positive Behaviour Support Policy. This may include an after school lesson with an educative approach or student suspension.



CONTINUAL BREACHES WITHIN A TERM

- Further disciplinary action, in accordance with Newman Senior High School's Positive Behaviour Support Policy, will occur. This may include an after school lesson with an educative approach or student suspension.

NON COMPLIANCE OF A BREACH

- Any student who does not comply at any stage (e.g. not handing their mobile phone over to a staff member when requested) the teacher is to involve their:
 - 1) Head of Learning Area
 - 2) the Student Services Manager or
 - 3) a Deputy Principal
- The Head of Learning Area/Student Services Manager/Deputy Principal will then use Newman Senior High School's Positive Behaviour Support Policy to determine a course of action. This may include an after school lesson with an educative approach or student suspension.

ROLES AND RESPONSIBILITIES:

Classroom Teacher

- Follow the Policy.
- Explicitly teach [and positively reinforce] expectations 'Off and away all day' as part of classroom routines and procedures
- Do not provide students warnings.
- Do not get into confrontations/power struggle with students. Provide the student with options. If a student fails to hand over a mobile phone or associated device when requested, remind them of your responsibilities and remind them of the consequences they face if they fail to hand it to you.
- Take the phone to administration for safe keeping. Make sure it is placed in an envelope and make sure the student's name is on the envelope.
- Enter the taking of the student phone into SIS for recording.
- Phone call/email home about the mobile phone breach.

If student fails to hand over the mobile phone or associated device -> at the earliest possible convenience let

1. HoLA
2. Student Services Manager
3. A Deputy Principal know about the incident

The incident may not be followed up with straight away but it will be followed up

Duty Teacher

- Follow the Policy.
- Do not provide students warnings.
- Do not get into confrontations/power struggle with students. Provide the student with options. If a student fails to hand over a mobile phone or associated device when requested, remind them of your responsibilities and remind them of the consequences they face if they fail to hand it to you.
- Take the phone to administration for safe keeping. Make sure it is placed in an envelope and make sure the student's name is on the envelope.

If student fails to hand over the mobile phone or associated device -> at the earliest possible convenience let appropriate Student Support Coordinator or Student Services Manager know about the incident (either face to face or email) describing the details of the incident. The incident may not be followed up with straight away but it will be followed up with.

Head of Learning Area

- Support staff in their Learning Area by following up on Mobile Phone breaches.
- Take the phone to administration for safe keeping if necessary. Place it in an envelope and make sure the student's name is on the envelope.
- Ensure staff are entering details of non-compliance into SIS.
- Ensure contact home about breaches is made.

Student Support Coordinators

- Support Duty Staff by following up on mobile phone breaches that have occurred during break times.
- Bring mobile phones to administration for safe keeping if necessary.
- Contact home about mobile phone breaches that have occurred at break times.
- Enter details into SIS about mobile phone breaches that have occurred at break times.
- Liaise with SS Manager/Deputy Principal about disciplinary action in accordance with Newman Senior High School Mobile Phone Policy.

Student Services Manager

- Support all staff and Student Support Coordinators by following up on Mobile Phone breaches.
- Bring mobile phones to administration for safe keeping if necessary.
- Ensure staff are entering details of non-compliance into SIS.
- Contact home if breaches are frequent.
- Follow through on disciplinary action in accordance with Newman Senior High School Mobile Phone Policy.

Deputy Principal

- Support all staff by following up on Mobile Phone breaches.
- Bring mobile phones to administration for safe keeping if necessary.
- Ensure staff are entering details of non-compliance into SIS.
- Contact home if breaches are frequent.
- Follow through on disciplinary action in accordance with Newman Senior High School Mobile Phone Policy.

Principal

- For continual breaches the Principal will contact parents and may direct the withdrawing of the student's mobile phone or associated device from the school for a determined period or permanently.

Administration Staff

- Keep any mobile phones brought to Administration locked up.
- Place mobile phones in envelope with student name on them if required.

Classroom Teacher

Phone off
and away
all day

Student breaches Mobile Phone Policy

Ask Student to hand over phone

Student hands phone over

Student does not hand phone over

Take phone to admin in envelope with student's name (if possible).
Alternatively use envelopes at admin.

Do not get into a power struggle, remind student of your responsibilities and the consequences of their actions.

Enter phone breach into SIS

Student hands phone over

Contact home
– phone or email outlining phone breach

Student still does not hand phone over

At the earliest possible convenience inform your HoLA

Please note: the incident may not get followed up straight away, but it will get followed up with

If required, your HoLA will inform:
1) Student Services Manager
2) Deputy Principal

Duty Teacher

Phone off
and away
all day

Student breaches Mobile Phone Policy

Ask Student to hand over phone

Student hands phone over

Student does not hand phone over

Take phone to admin in envelope with student's name (if possible).
Alternatively use envelopes at admin.

Do not get into a power struggle,
remind student of your responsibilities
and the consequences of their actions.

Enter phone breach into SIS

Student hands phone over

Contact home
– phone or email outlining phone breach

Student still does not hand phone over

At the earliest possible
convenience inform the relevant
Student Support Coordinator

Please note: the incident may not get followed up straight away, but it will get followed up with

If required, the SS Co-ord will inform:
1) Student Services Manager
2) Deputy Principal