

Student Mobile Phones & Non-Educational Electronic Devices Policy & Implementation

The procedures outlined in this policy provide a consistent framework for the safe, responsible and respectful use of mobile phones by students at JCBTHS aligning to the Department's 'Student Use of mobile phones in schools' policy (July 2023):

https://education.nsw.gov.au/policy-management-schools/student-use-of-mobile-phones

Policy Statement:

- 1.1 Students are not allowed to use mobile phones at school, including during recess and lunch.
- 1.2 Principals will manage individual requests from parents and/or carers, and students, for any exemptions to the policy.
- 1.3 Principals may allow students to use mobile phones in specific circumstances, such as for an educational purpose, to achieve student health and wellbeing outcomes, or as part of reasonable adjustment to enable students with specific needs to participate in education on the same basis as other students.

Policy Context:

2.1 Learning environments 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 school's policy and procedures for mobile phones and personal devices has also been informed by the following:

- 3.1 Student Behaviour policy (Department of Education) https://education.nsw.gov.au/policy-library/policies/pd-2006-0316
- 3.2 Student use of digital devices and online services (Department of Education) https://education.nsw.gov.au/policy-library/policies/pd-2020-0471
- 3.3 Legal Issues Bulletin 35 Misuse of technology in schools (Department of Education) https://education.nsw.gov.au/about-us/rights-and-accountability/legal-issues-bulletins/bulletin-35-misuse-of-technology-in-schools
- 3.4 Legal Issues Bulletin 56 Confiscation of student property. (Department of Education) https://education.nsw.gov.au/about-us/rights-and-accountability/legal-issues-bulletins/bulletin-56-confiscation-of-student-property

Mobile Phones & Non-Educational Electronic Devices included within the JCBTHS policy

- 4.1 Mobile Phones.
- 4.2 Headphones, speakers and earphones (wireless & wired).
- 4.3 Smart watches.
- 4.4 Personal gaming devices.
- 4.5 All other non-educational devices.

Implementation

- 5.1 Mobile phones and other non-educational electronic devices must be switched off and placed in the student's school bag before entering the school grounds and are not be taken out until the end of the school day after the student exits the school.
- 5.2 Mobile phones and other non-educational electronic devices must remain switched off and in the student's school bag when at and, travelling to and from the school for; sport, excursions and other school events.
- 5.3 Mobile phones and other non-educational electronic devices must remain switched off and in the student's school bag at all times.
- 5.4 Exceptions may apply for medical and individual wellbeing reasons when approved by the Principal and an alternative solution is not practical.
- 5.5 Exemptions may apply to educational activities including classwork; excursions; school events and co-curricular clubs when approved by the classroom teacher. Excursions will have information for approved usage on the permission note.

Contact between students and parents and carers during the school day

- 6.1 The Student Services Office will be available to students to make a call to a parent or caregiver.
- 6.2 During school hours, parents and caregivers are expected to only contact their child via the school office.
- 6.3 If a parent or caregiver needs to contact their child at school because of an emergency, they are required to call the school office and a message will be sent immediately to the student.

Individual Student Exemptions

7.1 Exemptions to any part of this policy may apply to a student in some circumstances. Parents and caregivers can request an exemption using the attached exemption form. Exemptions will be considered on a case-by-case basis with the Principal and granted when reasonable adjustment for a student's learning or wellbeing is required.

Version: 1st September 2023

Policy Implementation Procedures

Student is in breach of the policy

Classroom

- Teacher requests device from student
- Teacher places device in confiscation envelope with student details.
- Teacher sends SMS to Student Services with teacher's name and room number for collection.
- Student advised they can collect device from Student Services at the end of the day.
- A SENTRAL entry created for the student by the teacher.
- If it is during the last period of the day the teacher returns the device to the student at the end of the lesson and adds a SENTRAL notification for follow-up by Deputy Principal.

Playground

- Teacher requests device from student.
- Teacher receives the device (do not leave it unattended) and organises delivery to Student Services by dropping it off at the end of the break.
- A Sentral entry created for the student by the teacher.

Sport / Event

- Teacher requests device
- Teacher retains the device until the end of the event and then returns it to the student.
- A SENTRAL entry created by the teacher and a notification for follow-up sent to the Deputy Principal.

Student refuses to comply

Student refuses to hand the device to the teacher.

Classroom

- Student informed the incident will be followed up by the Deputy Principal and the teacher continues the lesson.
- SMS sent to Deputy Principal for follow-up and a SENTRAL entry created by the teacher.
- SENTRAL entry updated for the student by the Deputy Principal.

Playground / Sport / Event

- Student informed the incident will be followed up by the Deputy Principal.
- SMS sent to Deputy Principal and supervision to continue.
- SENTRAL entry updated for the student by the Deputy Principal.

Student Services Office

- Collect device from classroom in envelope with student's details. Device securely stored until the end of the school day and then returned to student at Student Services Office.
- Check SENTRAL for number of incidences and if up to and including 3 incidences in the current term an SMS message is sent to parent/caregiver that the device has been confiscated until the end of the school day.
- Notify Deputy Principal if more than 3 incidences occur in the current term for direct follow-up and contact with parent/caregiver (do not send an SMS).

Compliance concern

- Deputy Principal contacts parent/caregiver directly and a plan for the student to meet the expectations of the school created. This may include:
 - Hand in device every morning.
 - Place device in a locked pouch every morning.
 - Leave device at home.
- Further strategies will be outlined with parent/carergiver to curb behaviour.

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Version: 1st September 2023

Application for Mobile Phone (Non-Educational Electronic Devices) Exemption

Year:			
Deputy Principal:			
Parent/Caregiver:			
Parent/Caregiver Contact:			
Outline the health/wellbeing Mo	bile Phone/D	Device procedure needed	for the exemption?
Is Medical exemption/informatio	n/evidence a	nttached?	YES/NO
Is Medical exemption/informatio Have you met with the DP to dev			YES/NO YES/NO
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Please bring all relevant documer will be de	YES/NO Itation to the signed in cor	Signature: e meeting with the Deputynsultation with all parties USE ONLY	YES/NO YES/NO Date: y Principal where a plan



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Plan for Mobile Phone (Non-Educational Electronic Devices) Exemption

Student name:	Date:
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 the phone will be accessed in the classroom/playground to ensure appropriate use of the phone. Include:	
When/Where/Who	
Student Signature:	
Parent/Caregiver signature:	
Principal/delegate signature:	

Phone plan to be reviewed by Principal before final exemption approval is made

Mobile Phone (Non-Educational Electronic Devices) envelope for teachers to complete for Student Services Office

James Cook B Technology High School Mobile Phone & Non-Ed Student: Year: 7 8 9 10 Teacher: Date:/ Period: 1 2 R 3 Subject: Phone Condition: Good	71170				
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Student: Year: 7 8 9 10 Teacher: Date://_ Period: 1 2 R 3 Subject: Phone Condition: Good Minor Damag Additional Information: Teachers please SMS 0400 000 000 for	Boy	S			
Year: 7 8 9 10 Teacher: Date://_ Period: 1 2 R 3 Subject: Phone Condition: Good Minor Condition Damag Additional Information: Teachers please SMS 0400 000 000 for	ducation	onal	Devi	es	
Teacher: Date: / / Period: 1 2 R 3 Subject: Phone Condition: Good Minor Damag Additional Information: Teachers please SMS 0400 000 000 for					
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