



Management Procedures for Use of Mobile Phones

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. These management procedures are part of the school's Mobile Devices Policy (2023) and they outline the school's rules and expectations related to mobile phones in line with the school's discipline code and the NSW Department of Education: Students' Use of Mobile Phones in Schools policy. These Management Procedures were developed in consultation with students, parents and staff.

For the purposes of these management procedures, **authorised** use of a mobile phone refers to any use for which a student is given **explicit permission** by a teacher at the school, including holders of a **Phone License**. **Unauthorised** use of a mobile phone includes any use of a mobile phone without permission, including having a mobile phone in sight, regardless of whether the phone is being actively used by a student.

General Management Procedures

1. Mobile phones must be **turned off** and placed **out of sight** during school hours, including during breaks and excursions. Mobile phones must be turned off as soon as students arrive on school grounds.
2. Students may use mobile phones to make **front office payments** and school **canteen payments** in the canteen line only. Phones must be turned off as soon as the canteen payment is made.
3. **Year 12** students may use their mobile phones in the **Senior Study** only.
4. Mobile phones may be turned on after the last bell sounds at the end of the school day.
5. **If an exemption is granted by the Principal**, a mobile phone may be used at school for learning adjustments that are part of a learning plan and for health and wellbeing reasons.
6. Parents or carers can apply for an **exemption** directly to the Principal. Supporting evidence must be supplied with any applications for an exemption.
7. Students with an approved exemption will be issued with a **Phone License**. A mobile phone may only be used in places and for purpose/s identified in the Phone License.

Management Procedures for Unauthorised use of Mobile Phones

1. Students who are sighted with a mobile phone at school, used in an unauthorised manner, including in the playground, will be told that their phone will be confiscated. A head teacher, deputy principal, or the Principal will be notified and the mobile phone will then be **confiscated** for the duration of the school day.
2. If a student's mobile phone is confiscated on **repeated** occasions, the phone may be kept at school until a parent or carer collects the phone. The phone will not be returned directly to the student after **repeated unauthorised** use.
3. If a student **refuses** to hand over the phone after unauthorised use, the student will be **formally cautioned** and parents/carers will be informed.
4. If a student **refuses** to hand over their mobile phone after being formally cautioned for repeated unauthorised use, the student may be **suspended** from school.
5. As an alternative to suspending a student for repeated refusal to hand over a phone for **unauthorised** use, a student's **phone may be suspended** from school at the discretion of the Principal. This will require parents to ensure that their child does not bring a mobile phone to school for the duration of the phone suspension.

Parents are expected to familiarise themselves with the school's Mobile Devices Policy (2023) and to ensure any contact with their child during school hours is made through the front office.