



# Gosford High School

Integrity – Excellence – Spirit

Diversity – Opportunity

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## Student use of mobile phones and personal devices in schools

### **Purpose of this Policy**

To explain to our school community the school's policy requirements and expectations relating to students' use of mobile phones and other electronic devices during school hours.

### **Scope**

This policy applies to all students at Gosford High School during school hours.

### **Rationale**

Gosford High School takes the safe and responsible use of digital technologies, student safety and wellbeing, and the development of social skills and positive behaviour, very seriously. Research has found that mobile phones can be disruptive in classrooms and open to misuse at school. GHS has elected to use the following approach. All mobile phones and connected devices will be '**off and away**' during school hours. This will mean that students will have a responsibility to turn off their phone and store it safely in their school bag (out of sight) during the school day. This includes assemblies or whole year activities and break times. This is an approved NSW Department of Education option and will limit unnecessary distractions and complement our ongoing approach to ensure every student maximises their learning and social growth in a safe and supportive environment.

### **Definitions**

For the purpose of this policy, a mobile phone is a telephone with access to a cellular telecommunication system, other electronic communication devices and associated listening accessories, such as, but not limited to headphones and earbuds. Smartwatches need to be on aeroplane mode or not worn at school.

### **Policy statement**

1. This policy covers student use of [digital devices \(PDF 97.9 KB\)](#) (personal or school-provided) and [online services \(PDF 97.9 KB\)](#) in [school-related settings \(PDF 97.9 KB\)](#), specifically on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and student conduct.
2. Every school is required to complete a [school digital devices and online services procedure \(DOCX 45.57 KB\)](#) that aligns with this policy, as well as accepted school practices and requirements.
3. Primary school students must not use digital devices during class, at recess and at lunch unless approved by a principal or teacher. Exemptions may be granted by a principal or teacher, including allowing students to use a device for an [educational purpose \(PDF 97.9 KB\)](#), or as part of a [reasonable adjustment \(PDF 97.9 KB\)](#) for student learning and wellbeing.
4. Secondary school principals, in consultation with their school community, can restrict or permit student use of digital devices and online services in all school-related settings, including at recess and lunch.
5. School staff are required to consider the needs of their students and their school community when developing their school procedure, including making reasonable adjustments and considering exemptions for individual students.
6. Parents, carers, and, if appropriate, students themselves, can request the principal to provide an exemption from parts of this policy or the school procedure.
7. Principals, in consultation with their school communities, can make decisions about participating in and implementing of a [bring-your-own-device](#) program.
8. Principals are to consult students, parents, carers, and school staff when developing their school procedure. The student representative council and the parents and citizens association may be consulted as appropriate.

9. School staff should manage and report incidents of inappropriate use of digital devices and online services in accordance with school procedure, departmental policy and any statutory and regulatory obligations to help prevent any further incidents and provide support where required.
10. If a student, parent or carer has any complaints relating to this policy, they should first follow the school's complaints process. If the issue cannot be resolved, please refer to the [guide for students/ parents/ carers about making a complaint about our schools \(PDF 149 KB\)](#). The department's [Complaints Handling policy and procedures](#) also provide information and links to other resources to support staff in managing complaints effectively.

### **GHS Personal Digital Device Policy Implementation**

From Week 1 Term 4, 2023 students who choose to bring mobile phones to school must have them switched off when they enter the school gates and securely stored in their bags during school hours. Devices must not be accessed during the day for a quick check by students. Smart watches must be in 'aeroplane mode' during the school day. Headphones and earbuds cannot be used during the school day. Students must not use mobile devices at all in the playground before school or during breaks.

**Term 3 2023 Weeks 5-10** - Letters to all parents outlining the policy and procedures. All Students are informed of the policy. Student Handbook updated, along with all online platforms and communications.

**Term 4 2023 Week 1 and 2** - Senior Executive welcomes students at all gates reminding them of the new policy, this will continue as needed.

**Term 4 2023 Week 8** - The school will survey and consult students, parents, and staff on the progress of the policy and amendments will be made as recommended.

### **Evaluation**

This policy will be reviewed, in Term 4 Week 8, 2023 and then again in the first year of implementation and subsequently as part of the School Improvement Plan (SIP).

### **Gosford High School Personal Digital Device Procedure**

This procedure provides a consistent framework for the safe, responsible, and respectful use of personal digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students' parents and carers. It also provides a framework to manage potential risks to student safety and well-being. This procedure covers student use of personal digital devices including mobile phones, earphones/earbuds, and online services in school-related settings, including on school grounds, at school-related activities and outside of school (including VoRs) where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of personal digital devices and all online services.

### **Use of mobile phones or other personal electronic devices**

Students will have their device immediately confiscated and further disciplinary action will follow if:

- They are using their device in class (excluding laptops) or in the playground without permission.
- The device is used 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.
- Students use digital devices to disrupt the learning environment or interfere with the operation of the school.
- Students use devices to record images, video or sound without permission.

### **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 Variation of Routine (VoR), 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 **'off 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 before school and at 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 used for gaming during the school day.

- If students have their phones or personal digital device out, they will immediately be instructed to deliver it to the Deputy Principal, who will securely store the device in a secure locker. Failure to follow the discipline code will incur more severe consequences, including Formal Caution to Suspend, or a Suspension, for consistent disobedience and/or failure to follow school procedures and the Schools Behaviour and Discipline Policy.
- Students must take full responsibility for 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.
- 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 use Spriggy Schools to pre-order prior to coming to school. Phones are not to be used for purchases.

### **Parent or Caregiver expectations**

In accordance with this policy parents/carers will:

- Contact the school Front Office 4325 2048 to pass on messages rather than contacting a student directly on their device.
- Understand that the school takes no responsibility for loss or damage to phones or personal electronic devices.
- Work collaboratively with the school and help reinforce Gosford High School's Use of Personal Digital Devices Policy and Procedures with their children.

### **Exceptions/Accommodations**

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

- **Managing a health condition**
- **Individualised Education Plans (IEP)**

Health related exemptions can be sought by parents/carers by contacting the school and completing the Application for Mobile Phone Exemption (Appendix 4.3). In the case of a health condition, a letter from a medical professional stating when and how the mobile phone is to be used will be required. The Deputy Principal and GHS Wellbeing Team will work alongside students and parents and complete the Phone Exemption Plan. For example, the Plan may outline a process by which students check their phones as required in consultation with the Deputy Principal. Families of students in which they require exemption will be referred to the Mobile Phone Exemption Flow Chart (Appendix 4.1).

### **Student Consequences**

If a student has their phone out at school, they will be requested by a teacher or staff member, to deliver the device to the Deputy Principal who will securely store the device in the Deputy Principals office.

Consequences will be applied according to the school's Behaviour and Discipline policy (Appendix 2 Digital Device Procedures and phone management flow chart). These include but, are not limited to:

- Confiscation of the device until the end of the day.
- Confiscation of the device until such time as their parent or caregiver can attend school to collect the device.
- Issuing of a Formal Caution to Suspend, or a Suspension, for persistent failure to follow the procedures of this policy and the School's Behaviour and Discipline Policy.
- Withdrawal of a student privilege to bring their phone to school.

It is appropriate to confiscate devices from students when:

- Students have failed to meet the school's expectations relating to appropriate use of mobile phones or other personal electronic devices.
- Have and used phones or personal electronic devices in contrary to this policy.
- It is necessary to examine the device as there are reasonable grounds to suspect inappropriate material may be on the device. **This should be referred directly to Senior Executive.**

- In cases where students have bullied, threatened, or harassed other students or staff via a device or where the device has been used to film, take photographs, or display inappropriate material. **This should be referred directly to Senior Executive.**

### **Discipline and Student Behaviour Management**

1. **In the classroom** any student with their phone out will be asked to take the device to the Deputy Principal and it will be securely stored in the Deputy Principal Office. The student will be given a Deputy Principal pass marked with the time and will return to class. An automated no reply text message goes to the Parent/Carer informing them of the offence. In the first instance, the phone will be returned to the student by a Deputy Principal at the end of the school day. **(Classroom teacher records incident on Sentral – Mobile Phone Breach).**
2. **In the playground** any students with a phone/device out of their bag will be required to take their device to the Deputy Principal. The student will deliver the device to the Deputy Principal, who will securely store the device in the Deputy Principal Office. An automated no reply text message goes to the Parent/Carer informing them of the offence. In the first instance, the phone will be returned to the student by a Deputy Principal at the end of the day. **(Teacher on duty records incident on Sentral – Mobile Phone Breach).**
3. **Students who fail to cooperate with the above process** will be referred immediately to the Head Teacher faculty or Head Teacher on duty. The device will be delivered by the student to the Deputy Principal, who will securely store the device in the Deputy Principal Office. The Head Teacher will contact the parent/carer and the student will be referred to the Behaviour and Discipline Procedures. A mobile phone breach will be recorded on Sentral by the Teacher. In addition, due to the continued behaviour, a Negative Incident is created by the Head Teacher (Continued Disobedience misuse of technology- failure to follow instructions).
4. **Students who fail to follow Head Teacher instructions** will be referred immediately to the Deputy Principal. The Deputy Principal will confiscate the phone and contact the parent/carer to organise for the collection of the device. Persistent failure to follow instructions and follow reasonable requests will be referred 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.
5. **Students with multiple mobile phone breaches** or device misuse entries will be referred to the Deputy Principal and the GHS Wellbeing Team. An improvement plan will be formulated, in partnership with parents/carers and the student. This may include consequences, such as a 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.

## Appendix 1 - Research supporting phones off and away

There is extensive research emerging on the use of mobile phones by young people. Included below is an edited review of the available literature.

**How smart is it to allow students to use mobile phones at school?** Reports on a study of mobile phone bans in England. The bans led to:

- Improvements in student achievement
- An increase in test scores for students aged 16 by an amount equal to adding five extra days to the school year.

Lower-achieving students made the greatest improvements.

<https://theconversation.com/how-smart-is-it-to-allow-students-to-use-mobile-phones-atschool-40621>

**Mobile phones in the classroom: A helpful or harmful hindrance?** outlines recent research. Phones can be a distraction and their removal from the classroom can see an improvement in student performance. Students who did not use smartphones in a lecture wrote 62 per cent more information in their notes and recalled more information than peers who were using their phones.

<https://psychopaedia.org/learning-and-development/mobile-phones-in-the-classroom-ahelpful-or-harmful-hindrance/>

**'Schools need to react quickly': Education expert urges smartphone ban discusses smartphone use in schools.**

According to Finnish expert Dr Sahlberg, smartphone distraction is one of the main reasons why Australia is sliding down Programme for International Student Assessment (PISA) rankings.

<https://www.smh.com.au/national/nsw/schools-need-to-react-quickly-education-experturges-smartphone-ban-20180525-p4zhm4.html>

### Research – Cognition and smart phone use

Smartphones and Cognition: A Review of Research Exploring the Links between Mobile Technology Habits and Cognitive Functioning is a review of academic research on mobile phones. The review looked for evidence of effects of smartphone use on cognition. It reported that habitual smartphone use may have a negative and lasting impact on users' ability to:

- think
- remember
- pay attention
- regulate emotion

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5403814/>

**The Mere Presence of Your Smartphone Reduces Brain Power**, Study Shows The research finds it does not matter whether a smartphone is on or off or lying face up or face down on a desk - having a smartphone within sight or within easy reach reduces a person's ability to focus and perform tasks, because part of their brain is actively working to not pick up or use the phone.

<https://news.utexas.edu/2017/06/26/the-mere-presence-of-your-smartphone-reduces-brain-power/>

**Research - Smartphones use by children and young people** and wellbeing. Increases in Depressive Symptoms, Suicide-Related Outcomes, and Suicide Rates Among U.S. Adolescents After 2010 and Links to Increased New Media Screen Time shows that, on average, teenagers are spending six hours per day:

- using the internet
- texting friends
- using social media

The surveys explore the links between the use of smartphones, particularly social media, and increases in depression, anxiety, and reduced happiness.

<https://journals.sagepub.com/doi/full/10.1177/2167702617723376>

**Dopamine, Smartphones and You:** A battle for your time, a Harvard University blog discusses our desire to connect and seek validation through technologies and how this can lead to anxiety, poor sleep, and unsuccessful social interactions. The blog explains how mobile phone content can influence our 'dopamine pathways.

<http://sitn.hms.harvard.edu/flash/2018/dopamine-smartphones-battle-time/>

**The Social Dilemma** is a Netflix documentary-drama hybrid that examines the many ways social media and social networking companies have manipulated human psychology to rewire the human brain and what it means for society in general. One of the most striking sections of the documentary is the one that touches on the vulnerability of teenagers who use platforms like Facebook, Snapchat, Instagram, and multiple others every single day and have been moulded by social media's influences. This section of the film is highlighted by statistics on depression, anxiety, and even suicide rates of teenagers that correlate with the rise of social media.

[https://www.youtube.com/watch?v=9y\\_KiBxKePI&feature=youtu.be](https://www.youtube.com/watch?v=9y_KiBxKePI&feature=youtu.be)

## Appendix 2 - Gosford High School Digital Device Procedures

**Students may not use mobile phones and/or connected devices during class time or during break times at Gosford High School.**

**Phones are to be 'off and away' in their school bag (out of sight) during class time.** This rule extends to all school excursions, assemblies and other events at the school or offsite, where an approved school activity takes place, unless otherwise advised.

- **Students may not use mobile phones** and other personal electronic devices while on school grounds at any time. 'School grounds' extends to school variations of routines (VoR's), 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 'off and away all day,'** from the time students enter school grounds in the morning until they have left school grounds at 3.10pm. This includes before school and at break times.
- **'Mobile phones and other personal electronic devices'** include smart watches (permitted on airplane mode) 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, ear pods and ear buds. For further detailed information please refer to the GHS Personal Digital Device policy.

### 1st OFFENCE

Student has their phone out of their bag during school time

Phone locked away until end of day

Student complies

Student does not comply

- Student takes their phone or connected device to the Deputy Principals office who will secure it safely.
- Parent/Carer notified via SMS.
- Student will be given a Phone Breach slip.
- Student may collect phone from DP at the end of the day.

- Student takes their phone or connected device to the Deputy Principals office who will secure it safely.
- HT contacts Parent/Carer and issues consequence.
- A Negative Incident (defiance/refusal to follow instructions) will be created by the HT.
- DP to follow Behaviour Discipline Policy.

### 2nd OFFENCE

Student has their phone out of their bag during school time

Phone locked away  
Parent/Carer to collect  
Formal Caution  
Suspension

Student complies

Student does not comply

- Student takes their phone or connected device to the Deputy Principals office who will secure it safely.
- DP contacts Parent/Carer to negotiate phone pick.
- Student will be given a Phone Breach slip.
- Formal Caution to Suspend issued.

- DP contacts Parent/Carer and issues Formal Caution to Suspend.
- A Negative Incident (defiance/refusal to follow instructions) will be created by the DP.
- DP to follow Behaviour Discipline Policy.

### 3rd OFFENCE


Student has their phone out of their bag during school time.

Student Suspended

Student complies.

- Student Suspended for Misuse of Technology/Continued Disobedience.
- Returning from Suspension – Suspension Resolution may include:
  - Phone to remain at home, or
  - Phone to be locked away before the start of school day.
- If return from suspension requirements are not met, the Behaviour and Discipline Policy will be continued which could result in further suspension.

# Appendix 3 – Mobile Phone Breach



	<h2 style="margin: 0;">Gosford High School Phone Breach</h2>
<p>Name: _____</p> <p>Year: 7, 8, 9, 10, 11, 12 (Please Circle) Locker Number: _____</p> <p>Date: _____ Time: _____</p> <p>DP Signature: _____</p>	
<div style="border: 1px solid white; padding: 10px; background-color: white; color: black;"> <p><b>KEEP THIS SLIP</b></p> <p><b>Show this to your classroom teacher and hand this in at the end of the day to collect your device.</b></p> </div>	

## Mobile Phone Breach

Student Name	Year
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Teachers Name	Head Teachers Name
Deputy Principal	Lock Up: Date & Time

Phone Condition:  
Indicate any damage on the phone, such as screen cracks

Final Checks

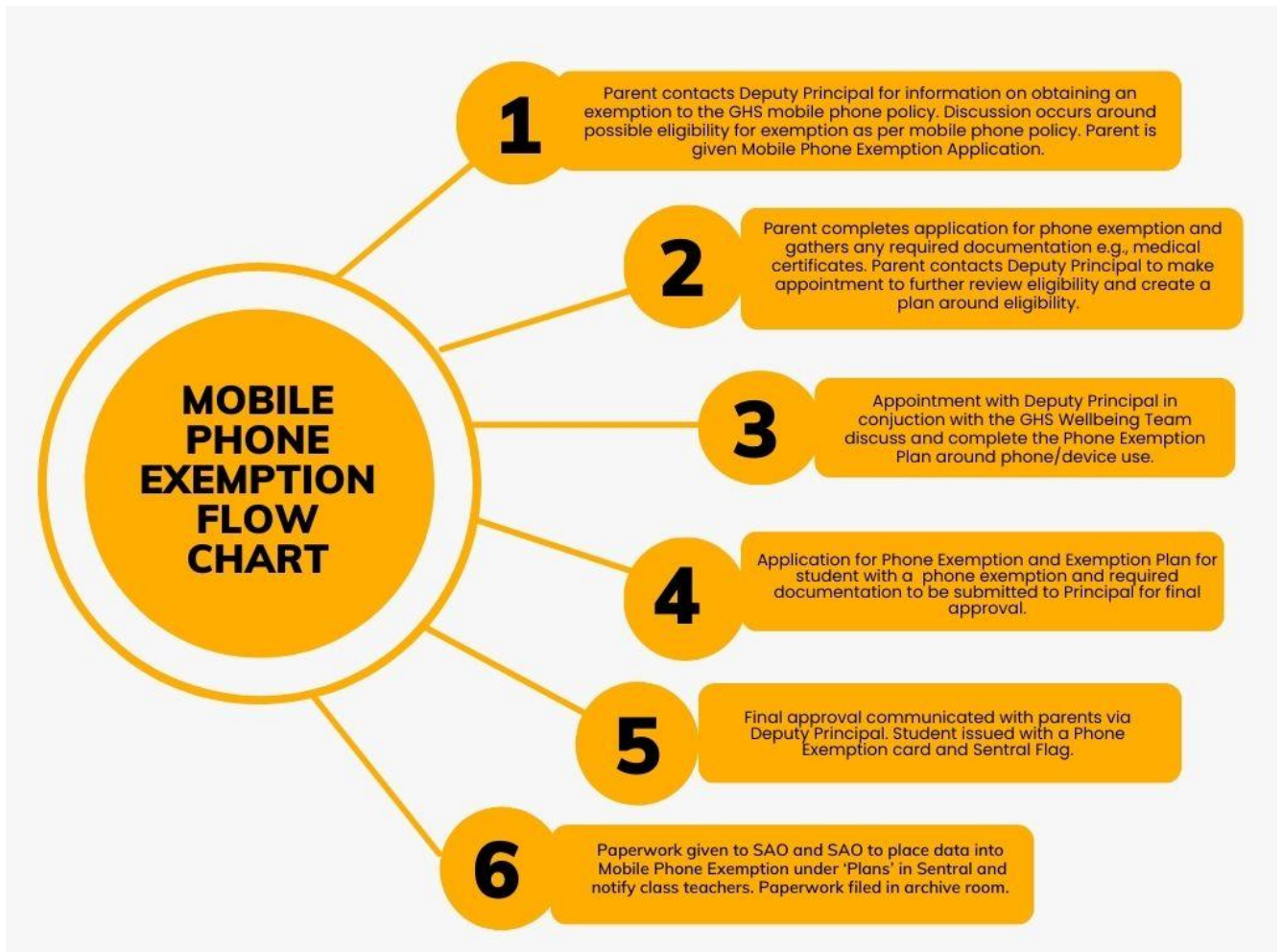
- Phone is turned off
- All personal items are removed from the phone (money, cards etc)

Student Signature	Deputy Signature
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## Appendix 4 – Exemption Flow Chart, Plan, Application and Pass

### 4.1 Mobile Phone Exemption Flow Chart



## Appendix 4 – Exemption Flow Chart, Application and Pass

### 4.2 Plan For Mobile Phone Exemption

#### PLAN FOR MOBILE PHONE EXEMPTION

This Phone Plan is to be reviewed by the Principal before the final exemption approval is made.

Student Name: \_\_\_\_\_ Year: \_\_\_\_\_

Reason for Exemption: \_\_\_\_\_

Plan made in Consultation with: \_\_\_\_\_ Plan Date: \_\_\_\_\_

**PHONE PLAN**

Outline how the phone will be used as recommended by the medical practitioner or similar:

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Outline how the phone will be accessed in the classroom/playground to ensure appropriate use of the phone:

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When: \_\_\_\_\_

Where \_\_\_\_\_

Who: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent /Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal / Deputy Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 4 – Exemption Flow Chart, Application and Pass

### 4.3 Application for Mobile Phone Exemption

#### APPLICATION FOR MOBILE PHONE EXEMPTION

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

Student Name: \_\_\_\_\_ Year: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_ Mobile  
No: \_\_\_\_\_

Deputy Principal: \_\_\_\_\_

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 and appropriate phone plan?  YES  NO

**Parent /Carer**  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Principal Exemption  
Approval:  YES  NO

Principal Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

- Plan created in Sentral.
- Phone Exemption Card created and given to DP to deliver to the student and notification to the parent.
- DP notifies parent that exemption is in place. Recorded on Sentral.

## Appendix 4 – Exemption Flow Chart, Application and Pass

### 4.4 Application for Mobile Phone Exemption – Medical Certificate

#### APPLICATION FOR MOBILE PHONE EXEMPTION – MEDICAL CERTIFICATE

##### TO THE INDEPENDENT PROFESSIONAL AUTHORITY PROVIDING DOCUMENTATION

Gosford High School requires a student to notify you that they are using this medical certificate to claim illness to permit the need of having their mobile device with them at all times. Your help in providing information regarding the **impact** of this student's illness is appreciated and will be used to assess the validity of this application.

Please note that all students have **access** to the school's phone in a case of emergency. Parents can also contact their student via the front office too.

I, \_\_\_\_\_, a legally qualified medical practitioner, certify that  
on \_\_\_\_\_ (date) examined \_\_\_\_\_ (patient's name).

The patient is suffering from:

\_\_\_\_\_  
(diagnosis provided with patient's consent where possible)

In my professional opinion, the student requires to have all day access to their mobile device to meet: (please tick)

	In a minor way	Moderately	Severely
MEDICAL NEEDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please specify and explain in detail:

For the period of: \_\_\_\_\_ to \_\_\_\_\_.

Other comments:

##### Details of Independent Professional Authority OR Stamp of Independent Professional Authority

Name:

Profession:


Provider Number:

Address:

Contact Number:

Signature:

Appendix 4 - Exemption Flow Chart, Application and Pass  
4.5 Mobile Phone Exemption Pass

 Gosford High School  
Phone Exemption

Name: \_\_\_\_\_

Year: 7, 8, 9, 10, 11, 12 (Please Circle)

Device: \_\_\_\_\_

For the period of: \_\_\_\_\_ to \_\_\_\_\_

DP Signature: \_\_\_\_\_

## APPENDIX 5 - Common Staff/Student/Parent FAQ

To assist the communication process with staff, students and parents around the school's chosen mobile phone management strategy, these frequently asked questions and answers can be used or tailored to suit a school's particular strategy.

### Staff Questions

- 1. What if a student refuses to put their mobile phone in their bag, away, in a pouch or hand it in?**

Students will be made aware of all the new school rules ahead of Term 4 and will be required to comply with them. As with all school rules, student refusal will result in appropriate action being taken, in accordance with the school's behaviour code/policy.
- 2. What if a student uses their phone at recess, lunch or between classes?**

The government policy states mobile phones are not allowed to be used throughout the entire school day gate to gate. As our students are senior students and have work and other caregiver responsibilities, students can use their phone at break times to tend to these responsibilities. Students should not be using their phone between classes or during classes. Non-compliance with the Mobile phone policy will result in school disciplinary action.
- 3. What if a student needs to make an urgent phone call home?**

As always, in an emergency, students will always be able to call home through the school office.
- 4. How will staff know if a student has an exemption to use their phone for medical or other reasons?**

Students who require the use of a device, for a medical or other reason, will be granted an exemption, and all teachers will be informed of the details of this exemption, via the student's personalised learning support plan.
- 5. What happens if a student with an exemption needs to use their phone for a medical or other reason?**

Details of the terms of use of a mobile phone by students with an exemption will be detailed in the student's personalised learning support plan.
- 6. What do staff do if they want students to use their phone, during class for an educational purpose?**

There may be situations where students may be required to use their phones in class as part of the lesson. In these situations, the staff member will need to monitor the use of the phones by the students, to ensure that they are used for the designated purpose, and once the activity is completed, ensure that students comply with managing their phone in line with the school management strategy.
- 7. What will be the expectation of a staff member to enforce the school's and DoE policy?**

The Students' use of Mobile Phones in schools policy, is a DoE policy that is supported by our school's discipline plan. It is expected that all staff members will work collaboratively to ensure the smooth and consistent implementation of this policy.
- 8. What if a parent complains about the new plan and procedures of the school?**

If a parent complains about the new plan, you can refer their complaint to the Deputy Principal / Principal who can arrange to discuss the plan and the implications for their child.

9. **What if the school goes into lockdown or lockout?**

In the case of a lockout or lockdown, the school will make parents or carers aware of the situation if required. If needed, parents can also contact the school via the administrative office using the school's contact information available on the website.

10. **What happens with mobile phones on excursions?**

Mobile Phones and connected devices are not to be used on excursions as excursions are considered class learning time. Exemptions may be made for certain school excursions. Information will be included in the excursion information and permission form.

11. **What happens to mobile phones during sport?**

Exemptions may be made for sporting activities that are held outside of school grounds. Information will be included in the sports activity information and permission form. Otherwise, sporting activities will be considered part of the normal school day.

12. **How will students make payments at the office or canteen if they can't use their phones?**

Students are encouraged to bring their physical EFTPOS/debit cards to school with them, to enable cashless transactions or purchase using the Spriggy Schools App. Cash is also accepted at the canteen.

## Student Questions

- 1. What if I don't possess a mobile phone or have not brought it to school that day?**  
There is no requirement to bring a mobile phone to school.
- 2. Can I use my phone before and after the school day?**  
If you are not using your phone for learning, work responsibilities or to contact a caregiver, all mobile phones and connected devices should be switched off or placed in airplane mode, and stowed away as specified in the school's mobile phone strategy.
- 3. What if I need to contact my parent/carer during the school day?**  
As always, in an emergency, you will always be able to call home through the school office. At break times you can contact parent/carers if needed.
- 4. What if my parent/carer needs to contact me in the event of an emergency?**  
In the case of an emergency, your parent/carer can contact the school via the front office using the school's number published on the website. A message will then be passed on to you by your teacher, if required. Parents could send you a message that you can access at break times. If your phone is taken off you as you did not adhere to the policy a text message will be sent to them so they are aware you do not have your phone and they will need to contact the front office if they need to contact you.
- 5. What if I have a medical condition that requires me to use my phone to record or monitor medical information?**  
If you require the use of a mobile phone for a medical, or other reasons, and have medical documentation you might be granted an exemption. The details of any exemption will be added to your personalised learning support plan. You, your teachers and parents/carers will be made aware of this exemption.
- 6. How do I know if I am allowed to use my phone for medical reasons?**  
You will be officially informed by the school about the full details of any exemption granted and the terms of use for that exemption.
- 7. What if the school goes into lockdown or lockout?**  
In the case of a lockout or lockdown, the school will make your parents or carers aware of the situation, if required. If needed, your parents can also contact the school via the front office using the school's contact information available on the website.
- 8. I use my phone to purchase food from the canteen or buy uniform items.**  
Students are encouraged to bring their physical EFTPOS/debit cards to school with them to enable cashless transactions. Alternative payment methods may be available, and these will be communicated to you and your parents/carers.
- 9. Can I bring my laptop or iPad to school?**  
Yes, this plan only covers personal mobile phones. iPads and personal computers used for learning in the classroom are not included.
- 10. I have a job. How can my employer contact me about work shifts?**  
Students should alert their employers about the school's mobile phone strategy and advise that they may not see any messages the employer sends until after school or break time. Alternative methods of contacts such as email could also be used.



## Parent Questions

- 1. What if a student does not comply with the mobile phone plan and accesses it at during the school day?**

Students will be made aware of all the new school rules ahead of Term 4 and will be required to comply with them. As with all school rules, student refusal will result in appropriate action being taken, in accordance with the school's behaviour code/policy.
- 2. What if a student needs to make an urgent phone call home?**

Students will be allowed to call home via the front office in arrangement with teaching staff and school administration support staff. Students also can make urgent calls at break times.
- 3. What if a student with a medical condition requires their phone to record medical information?**

If your child has special medical requirements, you may apply for an exemption and varied terms of use or arrange a meeting with the school executive to discuss the best options for your child.
- 4. How do I arrange permission for my child to use their phone for medical reasons?**

You will be able to make a request for an exemption. If appropriate, a personalised plan for usage will be developed. It will take into account their medical needs and set the terms and conditions for phone use that incorporate school guidelines.
- 5. What if the school goes into lockdown or lockout?**

In the case of a lockout or lockdown, attempts will be made to inform parents. You can also contact the school via the front office using the school's contact information available on the website.
- 6. What happens with mobile phones on excursions?**

Excursions are considered class learning time so mobile phones are not permitted to be used during school excursions taking place during school hours (unless instructed by a teacher for a learning activity). If the excursion is overnight or over a number of days and nights, special information will be provided to you via the teacher organising the excursion around the parameters of phone usage from students.
- 7. What happens with mobile phones during sport?**

Exemptions may apply for sporting activities that are held off school grounds. If this is the case, information will be included in the sports activity information and permission form. Otherwise, sporting activities will be considered part of the normal school day.
- 8. How will the school manage the administration of parent enquiries?**

Schools will connect with parents in the usual ways and can be contacted anytime via the front office.
- 9. Can students access their phones during private study or minimally supervised periods?**

Students will not be permitted to access their phones during class times. If Year 12 students are in the library and using their phone for a learning activity the teacher librarian may allow the use. Laptops are able to be borrowed from the library to assist with study.
- 10. What if my child needs to purchase food at the canteen?**

Students are encouraged to bring their physical EFTPOS/debit cards to school with them to enable cashless transactions. Alternative payment methods such as cash are available.

11. **What if my child needs to use their phone for classwork?**  
Students will generally not be using their phone for classwork. The school has access to a range of other digital devices that are more suitable and conducive to student learning. There may be some times that the teacher requests students to use their phone for a learning activity. On the completion of the learning activity phones should be turned off and put away as per the school policy.
12. **What happens if my child is in sick bay and the school has arranged a parent to pick them up?**  
Students in sick bay are constantly monitored and communicated with. Please contact the front office.
13. **Will the school send a message to my child if I need to contact them?**  
Messages from parents to students will be passed on as usual.
14. **Will my child be allowed to call me?**  
Students will be allowed to call you for urgent situations. If they need to urgently call home, they must advise their teacher, who will work with the front office, to contact a parent/carer if required. Students can contact parents if needed at break times on their own device.
15. **Can students use laptops during breaks?**  
Yes, this plan only covers personal mobile phones. iPads and personal computers used for learning in the classroom are not included.
16. **What if my child chooses to leave their phone at home?**  
There is no requirement to bring a mobile phone or related accessories to school. Students may also choose to ask a Deputy to lock their phones up to store securely during the day so they are not tempted to use their phone.