



## OFF AND AWAY | GATE TO GATE MOBILE PHONE POLICY

The NSW Government has announced restrictions on the use of mobile phones in NSW high schools beginning in Term 4, 2023. Kellyville High School will be making changes to the way mobile phones are accessed by students during the school day. The new system is being implemented to increase focus in classrooms, remove distractions and to also promote positive social interaction, while reducing the potential for online bullying from the use of digital technology accessed via a mobile phone, smart watch, or other personal electronic device.

### THE PROCEDURES

For the purposes of these procedures, 'mobile phones and other personal electronic devices' includes smart watches and all other electronic devices (including iPads and other branded tablets), as well as their associated listening accessories – such as, but not limited to, headphones, ear pods and ear buds. These procedures are outlined to manage student use of these devices at Kellyville High School.

Digital devices and online services 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 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.

### RATIONALE

While mobile phones and other such devices have significant advantages for use in the broader community their use in schools is highly problematic. In schools, mobile phones are significant distractors to learning and contribute to a student's cognitive load. They can also pose a significant risk to the safety and wellbeing of students through unfiltered/unsupervised access to the internet and social networking platforms. The use of technology is important, but the risks and benefits need to be managed. A summary of research used to inform this policy can be found at the end of this document.

### 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.
- The device has been used to contravene the law.

### EXCEPTIONS/ACCOMMODATIONS

- A small number of exceptions/exemptions will be made. These exemptions will only be available for **managing a health condition as advised by a health professional**.
- Health related exemptions can be sought by parents/carers by contacting the Deputy Principal and completing the Mobile Phone Exemption Application (Appendix). 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 will work alongside 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 Phone Exemption Flow Chart (Appendix).
- **Note:** No Phones to be used for Canteen Purchases, including those who have exemption.

## 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, 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 have left school grounds at the end of the day. This includes before school and at break times and whilst waiting for afternoon buses.
- Students must switch their smart watch to 'aeroplane mode' for the duration of the school day.
- BYO 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**. Teachers may also request or allow students to use listening accessories with their laptops as required for learning activities.
- Students who do not comply with the policy will be directed to go the front office and hand in their phone. They will receive an off and away slip to show to their teacher, date and time stamped. The phone will be securely stored in the office for collection at the end of the day from a Deputy Principal. Office staff will record on the Daily Phone Register. The Deputy Principal will record the incidents on Sentral and notify parents. Failure to follow the discipline code 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 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 Flexi Schools to pre – order prior to coming to school. Phones are not to be used for purchases.

## PARENT OR CAREGIVER EXPECTATIONS

In accordance with the procedures, parents/carers will:

- Contact the school Front Office on 8824 5955 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 Kellyville High School's Mobile Phone Policy (Personal Devices) with their child/ren.

## TEACHER EXPECTATIONS

- Support and consistently implement the procedures.
- If permission has been granted for a student to use the phone for educational purposes, ensure the student returns the device immediately off and away as per the procedures.

## EXECUTIVE EXPECTATIONS

- Support teachers in consistently implementing the procedures.
- Providing feedback and review of policy if needed.

## DEPUTY PRINCIPAL EXPECTATIONS

- Support and enforce the implementation of the procedures.
- Return devices at the end of the day as per policy.
- Implement further consequences as required following NSW DoE guidelines.

## PRINCIPAL EXPECTATIONS

- Support the implementation of the procedures
- Make the final decision when implementing the NSW DoE Student Behaviour Procedures as required.

## CONSEQUENCES

- If requested by a teacher or staff member, students will immediately take their phone to the office for collection at the end of the day (if appropriate). The incident will be entered on the Daily Phone Register and securely store the device in the office.
- Consequences will be applied according to the school's Behaviour and Discipline policy. 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 use phones 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. Senior Executive will be involved in such incidents.
- 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.

## DISCIPLINE AND STUDENT BEHAVIOUR MANAGEMENT

1. **In class or in the playground**, any students with a phone/device out of their bag will be required to hand the phone into the office. The office staff will record the phone on the Daily Phone Register and securely store the device. The student will be given an OFF AND AWAY pass marked with the time and will return to class. In the first instance, the phone will be returned to the student by a Deputy Principal at the end of the school day.




2. **Students who fail to cooperate with the above process** will be referred immediately to the Head Teacher faculty or Head Teacher on duty. The phone will be delivered by the student to the Deputy Principal, who will enter the phone on the Daily Phone Register and securely store the device in the office, and record on the KHS Phone Register. The Deputy Principal will contact the parent/carer and the student will be referred to the Behaviour and Discipline Procedures. The Deputy Principal will organise for collection of the device pick up with parent (Parent/Student by arrangement with DP). A refusal to follow instruction incident related to mobile phone breach will be recorded on Sentral by the Teacher. The Head Teacher is to liaise with the teacher about additional teacher and/or Head Teacher actions that would be appropriate in conjunction with other Sentral data.

3. **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 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.

4. **Students with multiple mobile phone breaches** or device misuse entries will be referred to the Deputy Principal. An improvement plan will be formulated, in partnership with parents/carers. 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. KELLYVILLE 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 **'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 and whilst waiting for afternoon buses.
- **'Mobile phones and other personal electronic devices'** include smart watches (permitted on airplane mode) and all other electronic devices (including iPads 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 KHS Mobile Phone policy.

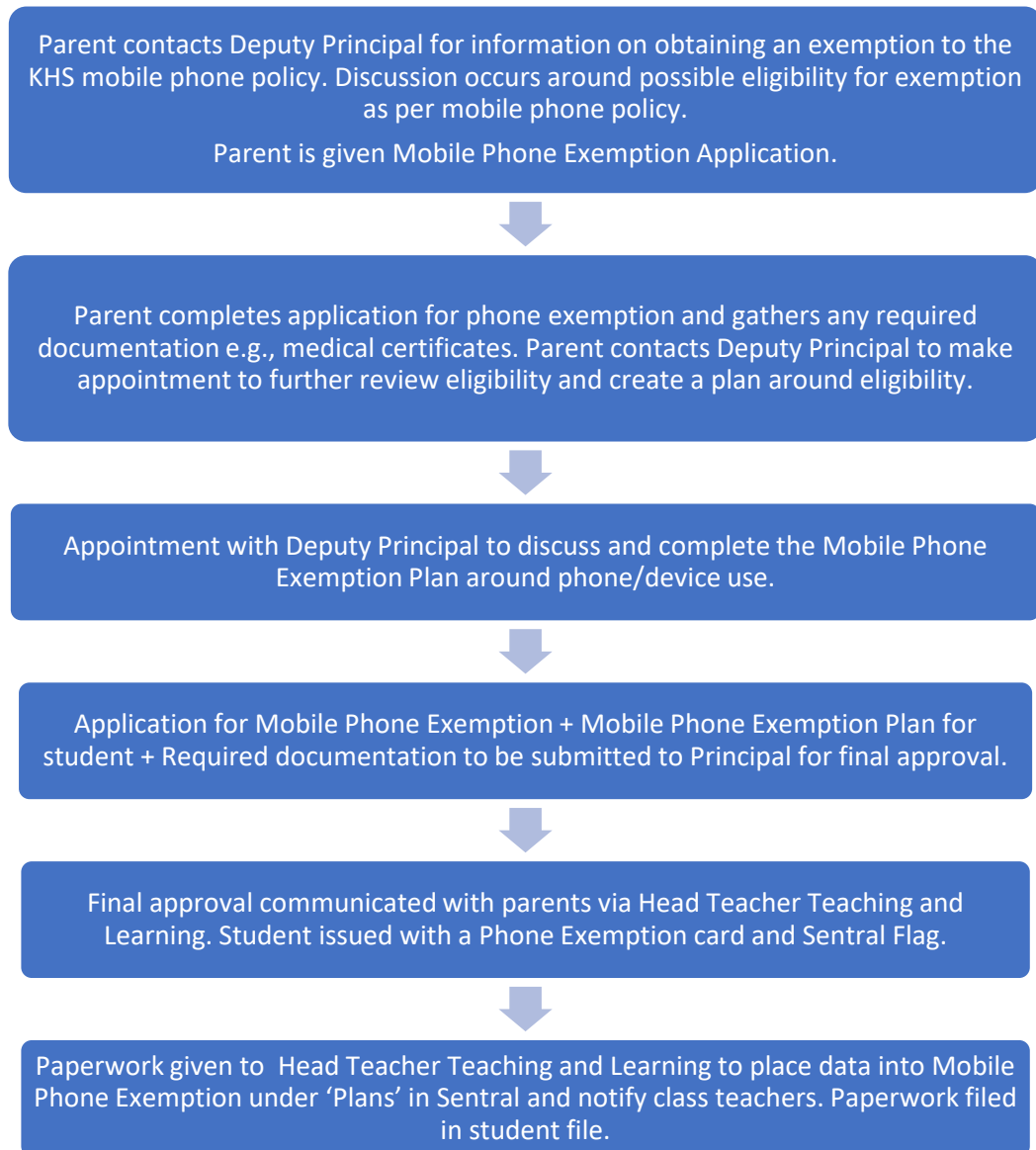
LEVEL 0		
 <p>Mobile phone is switched off and stored in school bag. No consequences.</p> 		
LEVEL 1		
Mobile phone is seen and/or used during school hours – 1 <sup>st</sup> incident.		
In Class		In Playground
<ul style="list-style-type: none"> <li>• Teacher sends student to front office to hand in phone.</li> <li>• Off and Away slip is given to student to take to teacher.</li> <li>• Office staff record on Daily Phone Register.</li> <li>• Phone stored in office.</li> <li>• DP puts negative entry on Sentral with a notification to parent/carers via email.</li> </ul>		<ul style="list-style-type: none"> <li>• Teacher on duty notifies Head Teacher on duty.</li> <li>• Head Teacher accompanies student to Front Office.</li> <li>• Student hands in phone. Office staff record on Daily Phone Register.</li> <li>• Phone stored in office.</li> <li>• DP puts negative entry on Sentral with a notification to parent/carers via email.</li> </ul>
Student will collect phone from the Deputy Principal at the end of the day.		
LEVEL 2		
Mobile phone is seen and/or used during school hours – 2 <sup>nd</sup> incident.		
Same procedure as Level 1 followed by interview with Deputy Principal. <b>Formal caution of suspension</b> issued. Parents/carers formally notified.		
LEVEL 3		
Mobile phone is seen and/or used during school hours – 3 <sup>rd</sup> incident.		
Same procedure as Level 1 followed by interview with the Principal. <b>Phone to be collected by parents.</b>		
LEVEL 4		
Mobile phone is seen and/or used during school hours – repeated incidents.		
Same procedure as Level 1 followed by interview with Principal. <b>Suspension for persistent disobedience.</b> Parents/carers formally notified.		

Students who do not comply with instructions will be managed according to the school behaviour and discipline policy. They may escalate through this set of procedures at a faster pace.



## APPENDIX 2. PHONE EXEMPTION FLOW CHART AND APPLICATION.

### 2.1 MOBILE PHONE EXEMPTION – FLOW CHART





## 2.2 MOBILE PHONE EXEMPTION APPLICATION

SECTION A Parent to complete			
STUDENT FIRST NAME:		STUDENT SURNAME:	
.....		.....	
YEAR: <i>Please circle</i>	7 8 9 10 11 12	DATE OF APPLICATION:	
PARENT/CARER NAME:			
PARENT/CARER CONTACT DETAILS: <i>Mobile / Email</i>			
Outline the health/wellbeing reason(s) for the Mobile Phone exemption application:			
Is medical exemption/information attached?	Have you scheduled a meeting with the relevant DP to develop an appropriate learning or wellbeing plan?	Current Learning / Wellbeing plan attached?	
YES / NO	YES / NO	YES / NO	
If no for any above, please indicate reason(s) why:			
** Please bring all relevant documentation to the meeting with the relevant DP where a plan will be designed in consultation with all parties.			

SECTION B – DEPUTY PRINCIPAL TO COMPLETE			
Summarise: <ul style="list-style-type: none"><li>• how the phone will be used as recommended by the medical practitioner or similar.</li><li>• the alternatives to phone use discussed</li><li>• scope of exemption for learning or wellbeing need ONLY</li></ul>			
Deputy Principal:	Signature:	Date:	
Principal Exemption Approval:	YES / NO	Signature:	Date:
OFFICE USE ONLY			
<input type="checkbox"/> Plan created in Sentral.			
<input type="checkbox"/> Phone exemption card created and given to HT T&L to deliver to the student.			
<input type="checkbox"/> HT T&L notifies parent that exemption is in place. Recorded on Sentral.			



**APPENDIX 3. OFF AND AWAY PASS**



**OFF AND AWAY PASS**

*This student has reported to the office where they have handed in a mobile phone  
as per the school Mobile Phone Policy.*

<b>STUDENT NAME:</b>			
<b>YEAR:</b>		<b>TIME SENT BACK TO CLASS:</b>	
<b>STAFF SIGNATURE:</b>		<b>DATE:</b>	

## APPENDIX 4. RESEARCH - MOBILE PHONE USE IN THE CLASSROOM

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>

**'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/>

**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 & 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 and lead to a battle for increasingly of the users' time.

<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)