



MOBILE DEVICES POLICY AND PROCEDURES

Mobile devices such as mobile phones, smart watches, tablets and other devices with the ability to connect to the internet have become an important part of students', teachers' and parents' daily lives. We use mobile devices to connect to the world, connect to each other, and access services, data and information. This policy acknowledges the usefulness of mobile devices; however, this policy also acknowledges that the use of mobile devices in schools needs to be regulated to assist and educate students, parents and staff to best use mobile devices in safe, responsible and informed ways. This policy was developed in response to the NSW Government's ban on mobile phones in schools and in consultation with students, parents, staff and the broader Kellyville High School community.

RATIONALE

The school recognises that the use of mobile devices and related activities such as access to social media apps and the internet has created challenges for students, staff and parents that did not exist even a decade ago. The following was taken into consideration when developing this policy:

- A recognition that the use of mobile phones in schools is banned by the NSW Government.
- An acknowledgement that use of and familiarisation with technology, including mobile phones, is essential to the future livelihood and productivity of students and that there are benefits to the use of mobile devices, including mobile phones.
- The ongoing prevalence of harm to students, including instances of student suicide and self-harm, allegedly resulting from cyberbullying and other harms linked to mobile phones and the use of social media apps optimised for use on mobile phones.
- Indicators about a general decline in student wellbeing including: a 10 year high in youth suicide; reported increase in self-harm, depression and anxiety over the last two decades; as well as a decline in performance in maths, reading and science, with a disproportionate fall among the lowest performing students.
- Divided expert opinion on the impacts of mobile phone use on students' psychological, physical and mental health and overall wellbeing.
- A body of evidence on harms such as distraction in class and detrimental impacts on students' psychological, physical and mental health.
- A need to assist schools to meet their duty of care obligations to students in light of the varied harms that mobile phones may be correlated to.
- A recognition that in NSW public schools electronic device use is governed by diverse departmental policies, including technology, network access, social media, curriculum and bring your own device policies (BYOD).
- An understanding that technology is ever-evolving and requires flexible, iterative and technology-neutral responses.

- A belief that the diverse and emerging views of all members of the school community and other stakeholders should inform the policies and practices employed in schools.
- The school's ongoing commitment and obligation to address emerging issues in regards to student wellbeing, health and safety and promote the digital capacities of students.

(Review into the non-educational use of mobile devices in NSW schools, 2018)

GUIDELINES FOR THE USE OF MOBILE DEVICES AT SCHOOL

The following guidelines are intended to clarify the appropriate use of mobile devices at Kellyville High School. **Mobile devices include mobile phones, headphones and earphones – both wired and wireless, music players, smart watches, tablets, or any other mobile device identified by the school that falls into that category.** For the purposes of this policy, laptops are also defined as mobile devices. However, the use of BYOD laptops is guided by the school's BYOD (Bring Your Own Device) Policy.

Any parents or carers who feel that this policy may negatively impact on their child due to a disability, illness, or any other reason, are encouraged to contact the Principal.

1. Students are permitted to bring mobile devices to Kellyville High School, including mobile phones, with their parents' or carers' permission.
2. Mobile phones must be turned off and placed out of sight during school hours, including during breaks and excursions.
3. The school will not accept any responsibility for loss or damage of mobile devices on school grounds or during school-related activities such as excursions.
4. The use of headphones and earphones, wired or wireless, is not permitted in class unless it's part of a learning activity and explicit teacher permission is given for their use, or is part of an adjustment identified in a learning or health care plan. Headphones and earphones must remain in students' bags or pockets during class time.
5. Students are only permitted to use their mobile devices in class **with explicit permission from their teacher**, and **only for educational purposes** directly associated with the learning activity. This may include:
 - Taking a photograph of class notes on the screen or whiteboard
 - Accessing Google Classroom
 - Accessing on-line storage such as Google Drive to access own work, class notes or assignments
 - Any teacher-directed activity that requires the use of a mobile device
6. Students may NOT use their mobile phones on school grounds once they arrive at school, including during recess and during lunch. Mobile phones may be switched on at the end of the school day.
7. Students may turn on their mobile phones to make payments at the front office or the school canteen. Mobile phones must be switched off after making a payment.



8. *In case of emergencies, or school-related concerns, parents must make contact with their children via the front office. This is an important safety consideration as the school needs to be informed of any emergencies or issues that may have an impact on a student's physical or emotional wellbeing or may be disruptive to their learning.*
9. *If there is an emergency or concern at school, the student must inform the school first. The school will make the appropriate contact with the student's parents.*

MOBILE DEVICES AT SCHOOL - MANAGEMENT PROCEDURES

For the purposes of these management procedures, **authorised** use of a mobile device 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 device, including a mobile phone without permission, including having a mobile device in sight, regardless of whether the device, such as phone or earphones, are being actively used by a student.

GENERAL MANGEMENT PROCEDURES

1. Mobile devices, including 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. Mobile phones may be turned on and appropriately used after the last bell sounds at the end of the school day.
3. Mobile phones may be turned on to make payments at the school canteen or the front office, and turned off after the payment is made.
4. **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 or for health and wellbeing reasons.
5. Parents or carers can apply for an **exemption** directly to the Principal. Supporting evidence must be supplied with any applications for an exemption.
6. Students with an approved exemption will be issued with an **Adjustment Pass**. A mobile device/s may only be used in places and for purpose/s identified in the Adjustment Pass.

MANAGEMENT PROCEDURES FOR UNAUTHORISED USE OF MOBILE DEVICES

1. Students who are sighted with a mobile phone or another mobile device at school, used in an unauthorised manner, including in the playground, will be asked to hand over their device. A deputy principal, or the Principal will be notified and the device will then be **confiscated** for the duration of the school day.
2. If a student's mobile device is confiscated on **repeated** occasions, the device will be kept at school until a parent or carer collects the device. The device will not be returned directly to the student after **repeated unauthorised** use.



3. If a student **refuses** to hand over the device after unauthorised use, the student may be **formally cautioned** and parents/carers will be informed.
4. If a student **refuses** to hand over their mobile device after being formally cautioned for repeated unauthorised use, the student may be **suspended** from school on the grounds of continued disobedience or for posing an unacceptable risk to the health and safety, learning and/or wellbeing of others.
5. As an alternative to suspending a student for repeated refusal to hand over a device for **unauthorised** use, a student's **device** may be suspended from school. This will require parents to ensure that their child does not bring the mobile device to school for the duration of the device suspension.



2.2 MOBILE DEVICE 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 Device 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"> how the device will be used as recommended by the medical practitioner or similar. the alternatives to device use discussed scope of exemption for learning or wellbeing need ONLY 			
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.			





Corner of York Road and Queensbury Avenue, Kellyville NSW 2155

☎ 02 8824 5955 ✉ kellyville-h.school@det.nsw.edu.au 🌐 kellyville-h.schools.nsw.gov.au