



RESPONSIBLE USE OF MOBILE PHONES & DIGITAL DEVICES

BACKGROUND

Recognising that mobile digital devices are being adopted by ever larger numbers of young people, the NSW Department of Education presently holds the position that approaches to the use of such devices in schools must address two key issues. Firstly, it must be recognised that the international expert consensus is that potential risks of harm—educational, physical, mental, psychological and social—are evident, and so mitigation is required. This health and safety emphasis must still recognise and allow for the positive potential of digital media use for young people, given that schools have a responsibility to prepare young people for the digital future.

RATIONALE

Students who bring mobile phones or other digital devices such as tablets to school are expected to use them in a manner that enables:

- safety (care for self and others)
- respect and responsibility (recognising the rights of others to teach and to learn, to be happy and feel valued and included, and to have privacy)
- engagement and participation (supporting and maintaining a focus on learning in our classrooms, and purposeful and positively focussed engagement with others in all school activities and social interactions).

USE OF MOBILE DIGITAL DEVICES, INCLUDING PHONES, AND RISK MANAGEMENT

Mobile digital devices can be expensive and fragile. They are not a mandatory item of school equipment. Springwood High School students who bring mobile phones and/or other digital devices to school accordingly do so at their own risk. The school and its staff will not be responsible for the loss, theft or damage of such items.

Students may use their phones or other digital devices outside school buildings before school, at recess, at lunchtime and after the final school bell. Use of mobile phones and similar devices during class time is not permitted unless for teacher specified educational purposes, and therefore under the direct instruction of the teacher. In such circumstances, the teacher will actively supervise to ensure responsible and appropriate use. Disciplinary consequences will follow for



irresponsible and inappropriate use of phones and/or other digital devices in classrooms.

IMPLEMENTATION GUIDELINES

1. Students will follow the school's procedures for beginning lessons and place their mobile phone and/or digital device in their bag at the start of each lesson. The phone and/or device will not be removed from the student's bag during the lesson without the direct approval, instruction and supervision of the teacher.
2. If a student is seen to have their mobile phone and /or device out in the classroom during the lesson and in contravention of the stipulation above, the teacher will first instruct the student to put it away in their bag.
3. If the student does not comply with this direction, or does comply but then later infringes for a 2nd time, the teacher will instruct the student to place the phone or device in the Technology Box, which is to be located in every classroom. On placing the phone and/or device in the box, the student will fill in a Register, recording their name and signature.
4. At the end of the lesson, once all other students have departed, students who have had to surrender their phone and/or device will be able to collect it back. One by one, they will be asked to personally remove their phone and/or device from the box and to sign for its return.
5. If a student will still not comply with the steps outlined above, the Head Teacher or another Executive can come and remove the phone or device. The phone or device will be placed in a labelled envelope at the Front Office, where it will be stored for the day. This will be recorded on Sentral. Students can collect the mobile phone at the end of the school day; they will not be granted permission to leave the last lesson early to do so. At the 3rd recorded instance of the mobile being removed, the phone will lodged with the principal. It will need to be collected by a parent/carer in a meeting with the principal. At this meeting, a case will need to be made by the parent/carer as to why the student should retain the right to bring a phone and/or device to school, and how the parent will assist teachers in ensuring that the student begins to only use their phone and /or device in ways that enable safety, respect and



responsibility, and engagement and participation.

6. Non-compliance by a student with the steps outlined in item 5 will be responded to in line with the school's policy and processes for student behaviour and wellbeing, and the DoE's Behaviour Code for Students.

7. Students who use their phones and/or device in an illegal manner (harassing, intimidating bullying, posting or sharing inappropriate images and so on) may face suspension and be reported to the police for criminal behaviour.

EMERGENCY CONTACT PROCEDURES

- Parents/Caregivers who need to contact students during class time may make such a request by reporting to or phoning the front office.
- Students needing to contact parents/caregivers during class time must do so through the front office. During class time, they will be expected to have a note from their teacher to be out of class.

SPRINGWOOD HIGH SCHOOL

Grose Road, Faulconbridge NSW 2776

p. (02) 4751 2111 f. (02) 4751 1677

www.springwood-h.schools.nsw.edu.au