

Outline: These procedures promote the learning, safety and wellbeing of students and the management of any risk of harm and distraction from the use of digital technology accessed via a mobile phone, smart watch, or other personal electronic device. Kandos High School has made the decision to go **mobile phone free for students at the commencement of Term 4, 2023.**

The Procedures

For the purposes of these procedures, 'mobile phones and other personal electronic devices' includes smart watches 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. These procedures are outlined to manage student use of these devices at Kandos High School.

In NSW public schools secondary school principals, in consultation with their communities, have discretion to make decisions about restricting or permitting student use of digital devices and online services in all school-related settings, including at recess, lunch and during class. 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.

1 Mobiles/Smart Devices – Off & Away | Gate to Gate

- 1.1 If a student brings their mobiles/smart device to school they are to be turned onto silent or turned off and kept in their bags between 8:30am – 3.30pm (see poster - Appendix 1).
- 1.2 The mobiles/smart device must not be visible or switched on during class time.
- 1.3 The student is responsible for looking after the mobiles/smart device. The school accepts no liability - the school accepts no responsibility for any damage to, or theft, of mobiles/smart devices and their accessories.

2 Prohibited use of Mobiles/Smart Devices

- 2.1 Mobiles/smart devices must be turned onto silent or turned off and kept in their bags between 8:30am – 3.30pm. If the student transgresses, the teacher will request the student hand in the mobiles/smart device to the Front Office. In the first instance students may collect the device at day's end.
- 2.2 Should the same student repeat the offence, the student will need to get permission from the Deputy Principal to retrieve the mobiles/smart device from the Front Office.
- 2.3 Should the same student repeat the offence for a third time, the mobiles/smart device will be held at school for collection by parents or caregivers. This will result in the student receiving a Formal Caution.

- 2.4 Students who refuse to hand in their mobile phones will be referred to the relevant Executive Staff member, the parent or caregiver will be contacted and normal disciplinary procedures will be followed with the issuing of a Formal Caution.
- 2.5 Should the same student repeat the offence yet again, the mobiles/smart device will be held at school for collection by parents or caregivers. The student will be required to leave their phone at home or hand it in at the start of every day to the Front Office. Continued repeat offences will result in a Suspension.
- 2.6 Mobiles/smart devices cannot be taken into exam rooms. Should the student use the mobiles/smart device during the exam then:
- 2.6.1 That student's paper will be cancelled and the student will receive zero marks.
- 2.6.2 Should the student repeat the offence the student will not be permitted to bring the mobiles/smart device to school.

3 Consequences

- 3.1 Students will place their mobile phone or electronic device into the **Phone Breach Envelope** (Appendix 2) immediately, if asked by a teacher or member of staff, if instructed. They will be given an 'Off and Away' slip to return to their teacher. The teacher/Head Teacher will then record the negative entry in Sentral with a notification to parents/carers via email.
- 3.2 The envelope will be completed by the student at the Front Administration Office. Administration staff will enter the phone into the Mobile Phone Register and securely store the device in the administration safe. Students/parents/carers will need to counter sign this upon collection of the device.

4 Emergencies

- 4.1 Students are to liaise with the Head Teacher Wellbeing should they have need to use mobiles/smart device during the school day.

5 Exemptions

- 5.1 A small number of exceptions/exemptions will be made. Exemptions will only be available for managing a health condition.

Health related exemptions can be sought by parents/carers by contacting the principal and completing the Mobile Phone Exemption Application (Appendix 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 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. Parents/carers of students who require exemption will be referred to the Phone Exemption Flow Chart (Appendix 3).

- 5.2 No Phones to be used for Canteen Purchases, including those who have exemption.

6 Monitoring, evaluation and reporting requirements

- 6.1 This policy has been reviewed in Week 8 Term 3, 2023 and will be again in the first year of implementation and subsequent years on a 3-year cycle. The procedures will also be reviewed considering the NSW DoE Policy on mobile phones when released for implementation.

7 Contact

7.1 Kandos High School Principal (02) 6379 4103.

Appendix 1. Gate to Gate (on following pages 4-5)



Off & Away | Gate to Gate

Kandos High School Mobile Phone Policy & Procedure

RATIONALE

Our school has officially launched an "Off and Away" mobile phone policy. The policy extends beyond the classroom to include all areas of the school, encompassing all transition time between classes, in toilets, during Lunch 1 and Lunch 2, during extracurricular activities such as school excursions and camps. The "Off and Away - Gate to Gate" policy means that student mobile phones are not to be seen or used while on school grounds. If students breach the policy, consequences will apply, including confiscation of their device and parent/carer contact (see overleaf).



**KANDOS HIGH SCHOOL
MOBILE PHONE & SMART DEVICES POLICY**

Off and Away - Gate to Gate
Students are expected to turn their phone off and put it into their bag while at school (between 8:30 am and 3:30 pm). This includes school activities such as camps and excursions.



SWITCH OFF



Healthy Minds & Bodies
The mobile phone policy applies during breaks as well as during classes. Students are encouraged to connect with each other and engage in physical activities during their breaks.

Making Good Choices
Consequences will apply if students choose not to follow the mobile phone and smart devices policy. This can include temporary confiscation of the device.





Off & Away | Gate to Gate

Kandos High School Mobile Phone Policy & Procedure

PROCEDURE FOR MISUSE OF MOBILE PHONES ON SCHOOL GROUNDS

Level 0

Mobile phone is switched off and stored in school bag. No consequences.

Level 1

Mobile phone is seen and/or in use during school hours - 1st incident.

In Class

Teacher sends student to Front Office to hand in phone. A notification is sent to parents/carers via SMS, once phone is handed in. An Off and Away slip is given to the student to take back to the teacher. Teacher puts a negative entry on Sentral.

Out of Class on Grounds

Teacher on duty notifies Head Teacher on duty. Head Teacher accompanies student to Front Office to hand in phone. A notification is sent to parents/carers via SMS, once phone is handed in. Head Teacher puts a negative entry on Sentral.

Student will be interviewed by Deputy Principal.

Level 2

Mobile phone is seen and/or in use during school hours - 2nd incident. Same procedure as Level 1 followed by interview with Principal and formal caution of suspension. Parents/carers formally notified.

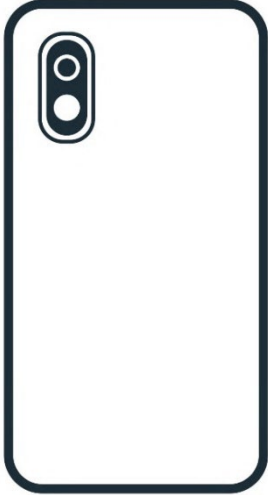
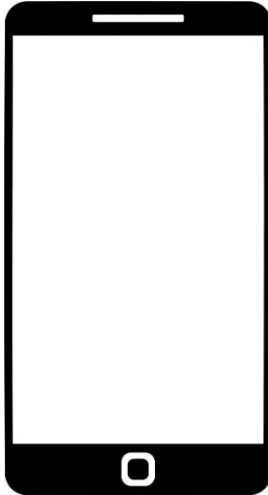
Level 3

Mobile phone is seen and/or in use during school hours - 3rd incident. Same procedure as Level 1 followed by interview with Principal and suspension. Parents/carers formally notified.

Appendix 2. Mobile Phone Breach

2.1 ENVELOPE

KHS Mobile Phone Breach

| | | | |
|--|---------|------------------|--------------|
| Student Name | | Year | |
| Teacher Name | Subject | Lock Up Date | Lock Up Time |
| <p>Phone Condition: Indicate any damage on the phone, such as screen cracks</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>Final Checks</p> <p><input type="checkbox"/> Phone is turned off</p> <p><input type="checkbox"/> All personal items are removed from the phone (money, cards, etc)</p> | | | |
| Student Signature | | Office Signature | |

2.2 OFF & AWAY SLIP



Kandos
HIGH SCHOOL

OFF & AWAY SLIP

LOCK UP DATE & TIME: _____ STUDENT NAME: _____

ITEM DESCRIPTION: _____

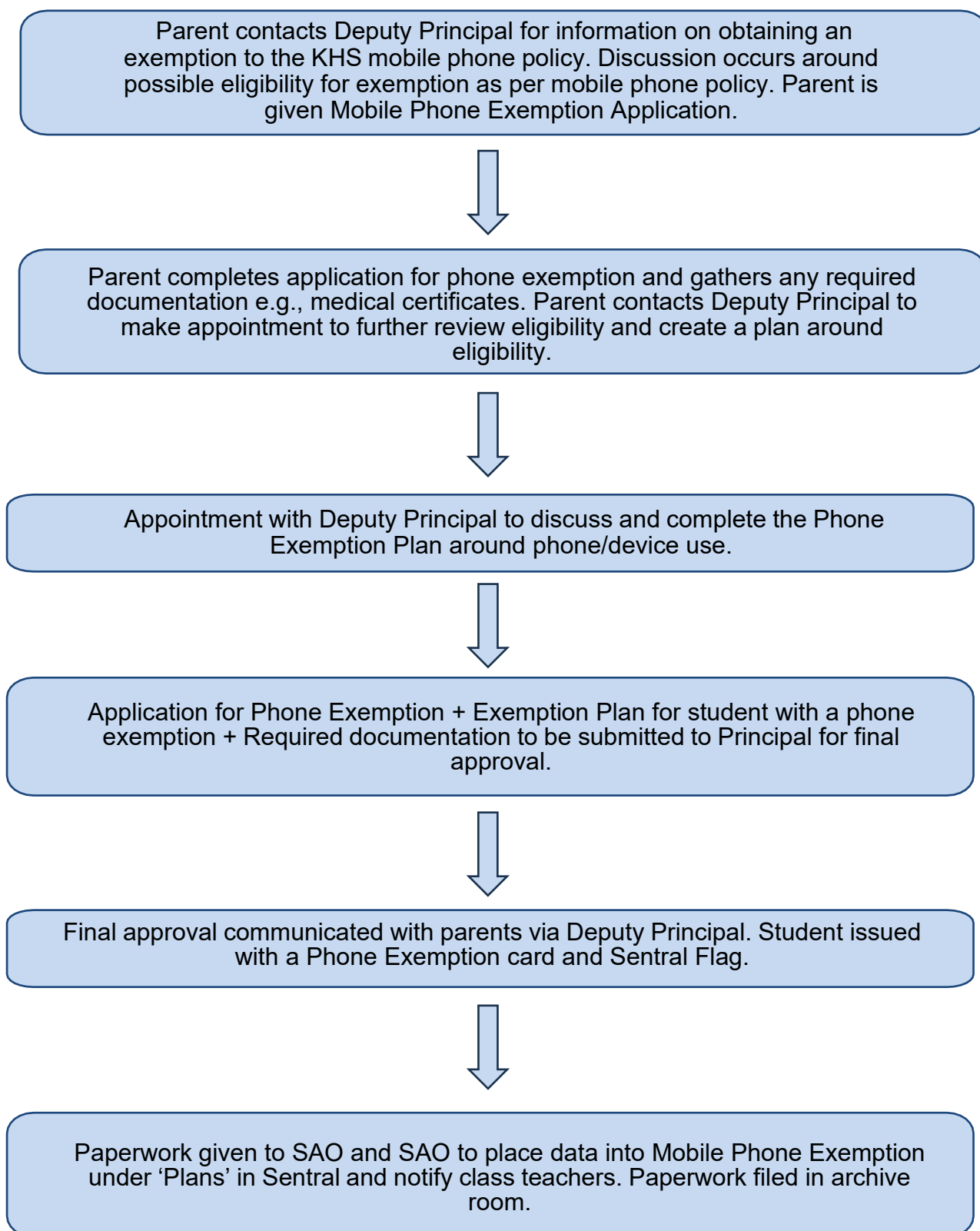
OFFICE STAFF NAME: _____ TEACHER: _____

2.3 PARENT NOTIFICATION

This message is to inform you that your child's phone or smart device has been confiscated and is currently in our safe. It is an expectation that if a student brings their mobile/smart device to school that they are to be turned onto silent or off and kept in their bags between 8:30am - 3:30pm. Repeat offences may result in a Formal Caution or Suspension.

Appendix 3. Mobile Phone Exemption Flow Chart, Application and Plan

3.1 Mobile Phone Exemption Flow Chart





Kandos HIGH SCHOOL

3.2 Application for Mobile Phone & Personal Devices Exemption

Name:

Year:

Deputy Principal:

Parent/Carer:

Parent/Carer Contact:

Outline the health and/or wellbeing mobile phone procedure needed for this exemption:

Is medical exemption/information/evidence attached? YES NO

Have you met with the DP to develop an appropriate phone plan? YES NO

Principal Exemption Approval YES NO

Signature:

Date:

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

OFFICE USE ONLY

- Plan created in Sentral
- Phone Exemption Card created
- Phone Exemption Card given to DP to deliver to the student
- Notification sent to the parent
- DP notifies parent that exemption is in place
- DP records exemption in Sentral



Kandos

HIGH SCHOOL

3.3 Plan for Student with a Mobile Phone & Personal Devices Exemption

| | |
|--|--------------|
| Student name: | Date: |
| Reason for exemption: | |
| Plan made in consultation with: | |
| Phone plan: Outline: <ul style="list-style-type: none">• How the phone will be used as recommended by the medical practitioner or similar.• How the phone will be accessed in the classroom/playground to ensure appropriate use of the phone.• Include when, where & who. | |
| Student signature: | |
| Parent signature: | |
| Principal/delegate signature: | |
| Review Date: | |

*** Phone plan to be reviewed by Principal before final exemption approval is made.