



Mobile Phones & other Electronic Communication Devices Procedure

1. Rationale:

1.1 Students are not allowed to use mobile phones at school, including during recess and lunch, unless otherwise approved by the principal.

1.2 Elizabeth Macarthur High School has developed this procedure in collaboration with stakeholders to set guidelines for students, staff and parents for the management of mobile phones and other electronic communication devices at school by students.

1.3 The school plays an important role in the education of students on the appropriate use of mobile phones and other electronic communication devices.

1.4 Mobile phones and other electronic communication devices and online services may cause harm if used inappropriately, such as to bully or intimidate others or gain access to and share inappropriate content.

2. Exemptions:

2.1 Principals and their delegates will manage individual requests from parents and/or carers, and students, for any exemptions to the policy. Appropriate documentation will be required. Speak to your Deputy Principal for support.

2.2 Teachers may implement a temporary exemption to this policy if they require students to use mobile phones and other electronic communication devices as an educational tool as part of teaching and learning program. In this instance instructions for the use of devices will be made clear in programs and on the classroom board during the relevant lesson/s.

2.3 Students may use their mobile phones as a mobile payment service at the canteen. They will be expected to have phones **'off and away all day'** until they are in front of the 'tap and pay' line which is marked in front of the canteen windows. Once they move outside of this area, they are to have **'phones off and away all day'**.

2.4 In some circumstances, students may be able to use their mobile phones and other electronic communication devices, such as school excursions and other external school events where the Variation of Routine and Student Excursion Note specifically states the need. Students must use their devices in line with expectations set out by teachers on the day. Inappropriate use may be subject to disciplinary action.

2.5 School Prefects are permitted to use their mobile phones as part of our emergency evacuation procedures.

3. Responsibilities and Obligations:

Parents and Guardians:

3.1 Take responsibility for their child's use of mobile phones and other electronic communication devices and online services at home and provide guidance with regards to age and content restrictions and guidelines.

3.2 Recognise the role they play in educating their children and modelling behaviours that underpin the safe, responsible and respectful use of mobile phones and other electronic communication devices and services.

3.3 Support the implementation of the Elizabeth Macarthur High School Mobile Phones and other Electronic Communication Devices Procedure, including its approach to resolving issues of non-compliance and disengagement from learning.

3.4 Communicate with school staff and the school community respectfully and collaboratively to support this procedure that is in line with the DoE School Community Charter.

3.5 Report concerns of a serious nature, that have occurred outside of school grounds, to NSW Police and advise the school if these matters may impact the safety of children within the school grounds.

Students:

3.6 Are safe, responsible, and respectful users of mobile phones and other electronic communication devices and online services and support their peers to behave the same way.

3.7 Respect, accept and follow school rules and procedures and the decisions made by staff, knowing that schools make decisions that are contextualised to the needs of their setting and may differ from other schools.

3.8 Communicate respectfully and collaboratively with peers, school staff and the school community and behave in accordance with the guidelines within the *Behaviour Code for Students NSW Public Schools* [Behaviour code for students \(nsw.gov.au\)](https://www.nsw.gov.au/education/behaviour-code-for-students)

Staff:

3.9 Deliver learning experiences that encourage safe, responsible, and respectful use of mobile phones and other electronic communication devices and online services. This includes:

i. Following the agreed classroom expectations for using mobile phones and other electronic communication devices and online services as educational tools, in line with this procedure and other EMHS policies.

ii. Identifying strategies to ensure that all students can engage in classroom activities including accommodating students without a relevant device.

iii. Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety issues.

iv. Modelling appropriate use of mobile phones and other electronic communication devices and online services, in line with NSW Department of Education policies and guidelines.

v. Responding to and reporting breaches and incidents of inappropriate use of mobile phones and other electronic communication devices and online services as required by school procedures, Department of Education policy and statutory and regulatory requirements, including mandatory reporting.

vi. Reporting the creation, possession, and/or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures, as well as fulfilling mandatory reporting requirements.

vii. Following the school's Wellbeing and Discipline Procedures when responding to any incident of inappropriate student behaviour relating to the use of mobile phones and electronic communication devices or online services.

viii. Participating in professional development related to appropriate use of digital devices and online services.

4. Acceptable use of mobile phones and other electronic communication devices:

4.1 Mobile phones and other electronic communication devices (including but not limited to airpods and headphones) must be **'off and away all day'**. This means they must be turned off from the start until the end of the school day as defined by the school bell. Teachers should not be able to see any of these devices within any part of the school, except where an exemption has been approved as per Section 2 of this procedure.

4.2 If the teacher requires a student to use their personal mobile phone and other electronic communication devices for learning, the use of devices will be made clear in programs and on the classroom board during the relevant lesson/s and students must follow these instructions closely.

4.3 Acceptable use of social media is defined as posting only content that is respectful and which does not cause harm or distress to others. This means it does not include cyberbullying, hate speech, inappropriate content, or abuse which is transmitted electronically.

4.4 Students are expected to be an "upstander not a bystander" on social media. Students are encouraged to block inappropriate online conversations and content, document, and report to an adult. Students should not involve themselves in any online traffic that is abusive, threatening or which impacts the rights of others.

4.5 Further information about acceptable use of electronic communication devices can be found on the E-safety commission website. <https://www.esafety.gov.au/educators>

5. Training and development on appropriate use of mobile phones and other electronic communication devices:

5.1 Whilst mobile phones and other electronic communication devices will no longer be used at school for the most part, the school recognises that educators have a role in helping students develop digital citizenship. As such, the school will utilise a range of online resources to develop student and teacher knowledge of digital citizenships and the appropriate use of electronic communication devices, including: <https://www.digitalcitizenship.nsw.edu.au/> and <https://www.esafety.gov.au/educators>

5.2 The school's Welfare Matters workshops will be used, in part, to teach acceptable use of mobile phones and other electronic communication devices, outside of the school setting.

5.3 The school will utilise partnerships with NSW Police, specifically our Youth Engagement Officer and School Liaison Police Officer to address safety and acceptable use concerns for students 7-10 as part of our 'police talks', as well as to provide 1:1 to address issues.

6. Procedures in the event of inappropriate use:

6.1 Students ensure their devices are 'off and away all day' from the start bell to the end of day bell. If a device is seen out, then:

- i. Students receive a verbal warning and must place the mobile phone and/or other electronic communication device in their school bag. Remember, 'off and away all day'.
- ii. Students will have their mobile phone and other electronic communication device confiscated for the duration of the period if they have failed to follow the directive and place the mobile phone and/or other electronic communication device in their bag, off and in a timely manner after warning.
- iii. Failure to comply with teacher directions will be referred to the Head Teacher of the faculty or supervision period, parents will be contacted, and consequences issued in line with the school's Wellbeing and Discipline Policy. This may be that students are provided a phone pouch to secure their device in for the remainder of the day, they must then present to the Head Teacher or Deputy Principal at the end of the school day to unlock the pouch.
- iv. Students who continue to use a mobile phone or other electronic communication device contrary to this policy may be banned from possessing a device at school.

6.2 In the playground and at the canteen.

- i. In the playground students must have their device 'off and away all day', except when in the canteen line where they are permitted to 'tap and pay, then put it away' only when standing in front of the designated signage.
- ii. In the playground or when in the canteen line, students are given one verbal warning to put devices away.
- iii. Students who do not follow the verbal warning will be provided with a pouch to lock their device away for the remainder of the period/lunch period and can unlock them at the end of the period/lunch.
- iv. Students who do not lock their device in the pouch when instructed will have their device confiscated for the whole day. Students who refuse will be referred to the Deputy Principal for further action.

6.3 Inappropriate use of mobile phones and other electronic communication devices by students, including but not limited to bully, harass or inappropriately filming or communication with others, may result in Mandatory Reporting, which can have serious repercussions for themselves and others. More information on inappropriate use can be found here: www.esafety.gov.au/educators/training-professionals/professional-learning-program-teachers/inappropriate-content-factsheet

7. Implementation:

7.1 Procedure ratified by the Parents and Citizens' Association (P&C) and Student Representative Council (SRC).

7.2 The Elizabeth Macarthur High School Mobile Phone and other Electronic Communication Devices Procedure will be available on the school website at www.elizabeth-h.schools.nsw.gov.au

7.3 The school will educate students on the expectations and requirements set out in the procedure, utilising a

number of opportunities such as school assemblies, the Wellbeing and Discipline policy, new student enrolment meetings, wellbeing classrooms and roll call.

8. Emergency contact:

8.1 Parents and guardians should follow school procedures by calling the front office, when contacting students during the school day.

8.2 Staff will advise the front office of any class movement from regular classrooms or teaching spaces, so that students can be easily located and contact with parents/guardians can occur with minimal delay.

9. Complaints:

9.1 EMHS accepts no responsibility for lost, stolen or damaged mobile phones and other electronic communication devices within a student's possession. Students bring electronic communication devices to school at their own risk of damage and loss.

9.2 All complaints are to be managed under the Department of Education complaints, compliments and suggestions guidelines at:

<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students>

10. Review:

10.1 Delegated staff to review the policy annually.

10.2 A review of this procedure will occur in 2023, including Parent/guardian, staff and student consultation.

This procedure will take effect as of Day 1, Term 4, 2023.

11. Pouches:

11.1 The 'pouches' referred to within this document are secure bags that the school has purchased that are used to store mobile devices.

11.2 Once locked students maintain possession of these bags.

11.3 Pouches can be unlocked using the associated unlocking base which will be available to students in the front office.

12. Appendix:

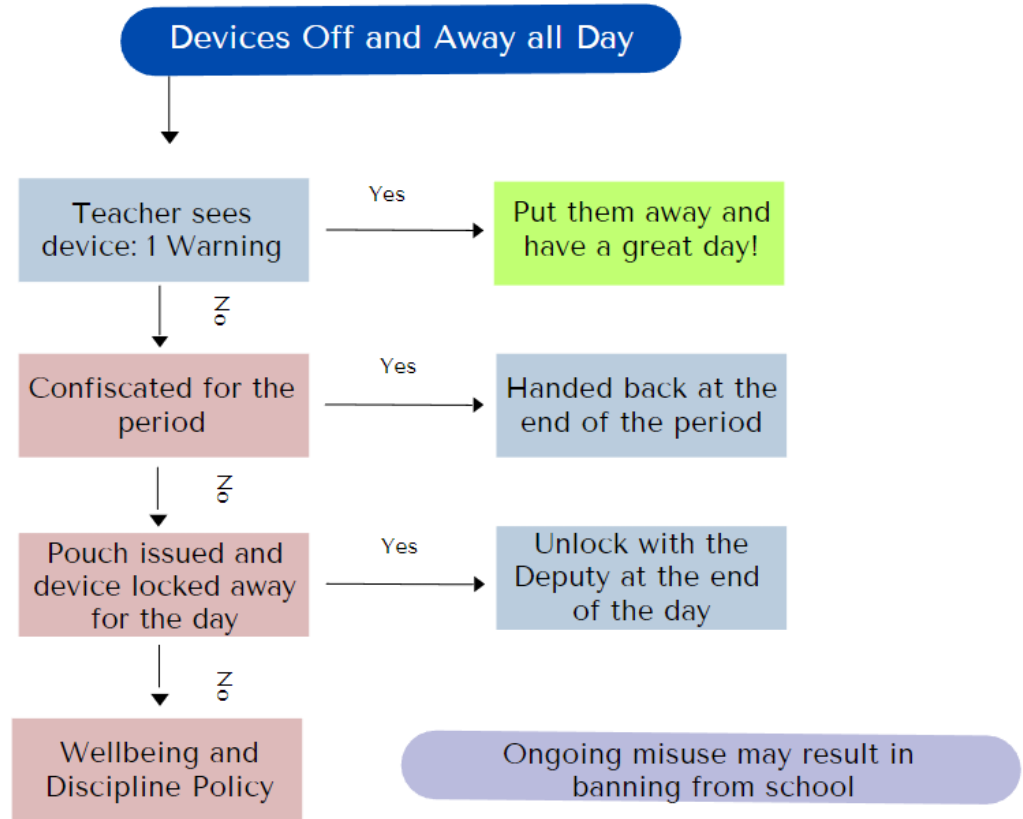
Two flow charts are available:

11.1 Flowchart for all areas except canteen and playground.

11.2 Flowchart for canteen and playground.

11.1 Flowchart for all areas except canteen and playground

MOBILE PHONES & OTHER ELECTRONIC COMMUNICATION DEVICES



11.2 Flowchart for canteen and playground

MOBILE PHONES & OTHER ELECTRONIC COMMUNICATION DEVICES

CANTEEN & PLAYGROUND

