

Kiama High School

Personal Electronic Device Procedures



9 October 2023

PREAMBLE

From Day 1, Term 4 2023, Kiama High School will be continuing to implement a **gate to gate** mobile phone ban. This is aligned to the NSW DoE policy for schools to be free of mobile phones in the school setting. A review of the existing procedures supported the current gate to gate ban for the classrooms and playground at all times of the school day. While mobile phones and other such devices have significant advantages for use in the broader community their use in schools is highly problematic. 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 from its use need to be managed.

For the purpose of this policy, mobile phones includes other personal electronic devices' includes smart watches as well as their associated listening accessories – such as, but not limited to, headphones, ear pods and ear buds.

Laptop and tablet procedures are dealt with in the Kiama High School Bring Your Own Device (BYOD) Procedures document.

PURPOSE

- To minimise the disruption to teaching and learning that can occur due to the inappropriate use of personal electronic devices including mobile phones.
- To minimise the impact of the negative effects to the wellbeing of students that can be attributed to the misuse of mobile phones. This includes the use of mobile phones to harass, intimidate or bully other students.
- To provide greater opportunities for social interaction and physical activity during recess and lunch times.

USAGE

- 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.
- The school principal may deem an activity suitable where students are able to access their mobile phones under a supervised and managed setting.
- If at school, mobile phones and listening devices are to be away in a school bag and switched off at all times (including lunch and recess). Smart watches must be placed on airplane mode on entering the school grounds.
- Students are not permitted to use their phones for payment at the canteen. They will be required to use their physical card or the Munch Monitor system that currently operates. Cash is also accepted.
- Mobile phones can only be accessed once students are dismissed from the school grounds at the end of the school day. Mobile phones are not permitted to be used at bus bay.
- Mobile phones are the responsibility of the student. The school is not responsible for the loss or damage of a mobile phone in the possession of a student.
- Students should not use mobile phones to access, download or send inappropriate, offensive or prohibited material. Consequences for this may include suspension from school.
- Students should not use their mobile phone to contact parents or caregivers during lesson times. Emergency calls to parents should be made through the administration office.

ALL CONTACT WITH STUDENTS by parents SHOULD BE MADE THROUGH THE ADMINISTRATION OFFICE on 42321911

PROCEDURES

Students are expected to follow the mobile phone procedures, having them turned off and in a school bag at all times (on entering the school gate). Students in breach of these procedures will have their mobile phones confiscated for the remainder of the day.

Confiscated devices will be:

- Turned off by the student.
- Placed securely at the front office.
- Be clearly marked with the student's name.
- Entered onto a register kept at the front office and in Sentral Wellbeing.
- Returned by a Deputy Principal at the conclusion of the school day after the first offence only.

Procedures for multiple confiscations:

First Offence	Collected by student from Deputy Principal. Parent receives notification of offence.	Counselled on following procedures and warned that a parent will need to collect the phone in the case of a second offence.
Second Offence	Collected by parent from Deputy Principal. Student placed on an After School Detention.	Parent advised that future misdemeanors may result in disciplinary action.
Third Offence	Collected by parent from Deputy Principal. Meeting convened and student will be issued with an After School Detention.	Parent advised that future incidents may result in a mobile phone ban and or a suspension.
Fourth Offence	Collected by parent from Deputy Principal. Meeting convened and student will be issued with a Formal Caution	Parent advised that future incidents may result in a mobile phone ban and or a suspension.

Further consequences:

These may be administered in the following situations:

- Refusal to hand over a mobile phone when instructed by a staff member
- Using the device for bullying, threatening or harassing behaviour
- Downloading or sending inappropriate, offensive or prohibited material
- Multiple confiscations

On such occasions students may be counselled, placed on detention, given a Formal Caution, or be suspended from school. If the behaviour is considered to be of an illegal nature the NSW Police may also be involved. Students may be banned from bringing a mobile phone to school. All further consequences will align with NSW Department of Education policies and procedures.

ROLES & RESPONSIBILITIES

Students:

- Follow the requirements of the procedures (adhere to the gate to gate procedures)
- Hand over the device when requested without argument
- Turn off the device
- Collect the device at the end of the school day from the Deputy Principal (first offence only)
- Staff members who are acting as photographers with a mobile device must wear the official photography vest.

Parents/Carers:

- Support the school in the implementation of the procedures
- Ensure their child understands the procedures
- Collect phone from the school for multiple offences

Teachers:

- Support and consistently implement the procedures
- Ensure confiscated devices are safely placed at the front office, are clearly marked and entered in the register
- Implement lessons and curriculum as supported by the BYOD policy
- Staff members who are acting as photographers with a mobile device must wear the official photography vest.

Head Teachers:

- Support teachers in consistently implementing the procedures
- Support faculties with the implementation of lessons and curriculum as supported by the BYOD policy

Deputy Principals:

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

Principal:

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

Exceptions/Accommodations

- A small number of exceptions will be made. These will be available for managing a health and or learning condition which is supported by relevant documentation. Applications for exceptions/accommodations are to be made to the relevant Deputy Principal.
- Students with insulin monitors linked to their phone can carry their phone in their pocket and may check their phone as required to respond to alerts or alarms.
- All students with a medical/learning exception will be required to carry a pass with the specific details of their accommodations and adjustments.