



STRATFORD HIGH SCHOOL

Mobile phone policy and procedures for Y9 - Y13 students

Regulations

The regulations require that schools must ensure students do not use or access a phone while they are attending school, including during lunch time and breaks. This includes students who are on a school course or visit outside the school grounds.

Schools must allow students to use or access a phone when:

- a phone is needed for health reasons (for example, to monitor insulin levels); or
- a phone is needed to help a student with a disability or learning support need (for example, to assist with impaired communication); or
- a teacher requires students to use phones for a specific educational task or purpose (for example, for a class assignment); or
- the principal decides that they are needed for special circumstances

NB: We are BYOD school and do not require students to use phones for educational purposes

Special exemptions to enable the use of a cell phone during the school day must be made in writing to the principal.

Students with exemptions will have the following:

- Phone Pouch Exemption Pass
- Flagged on KAMAR student profile

Rationale

International research indicates some key challenges with cellphones at school such as being a major distraction for our students. These rules are designed to ensure that the learning of all students is maximised, while minimising any potential for distraction and cyber-bullying. Our approach is “**away for the day**”, meaning cellphones either do not come with the student to school, or are switched off and locked in a Lockable Phone Pouch placed in their school bag during the full school day.

If a student does bring their cellphone for emergency contact or health reasons, the Lockable Phone Pouches can be unlocked at the school office.

It is important to note that if students do make the decision to bring a cellphone to the school grounds, they do so at their own risk. The school is not responsible for any loss or damage caused to any cellphone.

We understand that some parents like their children to have a phone to communicate with them before and after school, cellphones will be available for students before 8.45am and from 3.05pm. If a parent or caregiver needs to contact their child urgently during the day, they should call the school office.

Cellphones 'away for the day' expectations

SHS is a Bring Your Own Device (BYOD) school, and we require all students to bring a laptop to engage in learning throughout the day. As a result, cell phones are not a requirement for learning and staff will have measures in place where cell phones may have previously been used. Students who are unable to bring their own device have access to school owned devices.

Students are always encouraged to regulate themselves and develop healthy in person relationships.

- Mobile phones are not to be used during school hours.
- At the beginning of the school year, every student will be assigned a personal Lockable Phone Pouch
- While the Lockable Phone Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day. The pouches will be handed back to form teachers at the end of each term. They will be redistributed to students at the start of each term.
- Students who come to school without a Lockable Phone Pouch are to surrender their mobile phone to the school office for the day.

Breaches of the cellphone rules include (but not limited to):

- using the cell phone at any time between 8.45am and 3.05pm.
- any sort of bullying, including online bullying
- taking photos or videos of other people without their permission
- forwarding inappropriate messages or content
- Avoid following the cell phone policy in any way

Any breach of the cell phone rules outlined above will result in the following:

1. The students cell phone will be removed from them for the remainder of the day and given to a member of the Senior Leadership Team. The phone will be returned to a parent/caregiver only.
2. Repeated offences will be deemed as defiance and following the removal of the phone from the student the behaviour will be addressed as per other acts of defiance. This includes, but is not limited to, a parent meeting, an after-school detention, further disciplinary action. In serious cases, such as continual disobedience, stand down or suspension may be considered. The principles of natural justice will be followed at all times.

NB: any deliberate or wilful damage to the Lockable Phone Pouches will be considered misconduct and handled accordingly. Replacement pouches will be at the student/family cost.

Cellphones 'away for the day' exemptions

Health and emergency situations

Students with additional learning needs who use cellphones in class to increase or improve their ability to participate and learn will be granted an exemption. In matters related to a student's immediate health and safety concerns, a parent or caregiver can apply at any time to the principal for a period of exemption (e.g., medical conditions or protection issues).

Education outside the classroom (EOTC)

Students may take certain digital devices on EOTC activities but should check whether their device is allowed before the activity commences. Usage will be at the discretion of teachers and other adult supervisors.

Please note with all exemptions and exceptions appropriate usage guidelines and other relevant school rules still apply.

Daily Process

Upon arrival to school, students unlock their Lockable Phone Pouch using one of the unlockers near the entrance to school. At the beginning of form time (8.45am except Wednesday which is 9.00am) students are to follow the process below.

- 1) Turn their phone off.
- 2) Place their phone inside the Lockable Phone Pouch and securely close it.
- 3) Place the Lockable Phone Pouch in their school bag.

Each student will maintain possession of their phone inside their Lockable Phone Pouch (and inside their school bag) for the duration of the school day. Late students will complete this process at the Front Office as they sign in.

Exit: As students exit the buildings/school grounds at the end of the school day (3.05pm), they will

- 1) Unlock their Lockable Phone Pouch using an unlocker around school.
- 2) Remove their phone from their Lockable Phone Pouch.
- 3) Securely close their empty Lockable Phone Pouch and place it in their school bag for the next day.
- 4) Exception: excused absence (e.g. for a doctor's appointment) in which case the student will unlock their pouch at the Front Office.
- 5) School buses will not be released until 3.13pm to allow time for students to check their phones.

NB:

- Lockable Phone Pouches are to stay in students' bags unless they are locking or unlocking their pouch. The pouch is each student's responsibility. Keeping the pouch in their school bag will reduce the potential for damage to the pouch.
- Students must bring the pouch to school each day. If a student forgets their pouch, their phone is to be taken the school office.
- Any device that can connect to the cell phone in the Lockable Phone Pouch are not to be used e.g. head phones, smart watches, tablets etc. All cell phones must be turned off in the Lockable Phone

Pouches. Devices that can be linked to mobile phones follow the same policy as cell phones and are not to be used during the school day.

- Any attempt to either damage the Lockable Phone Pouches or avoid the use of these will be dealt with as outlined in the section 'Cell phones away for the day expectations' section.

Contact between students and parents during the school day

Should a student need to make a call during the school day then they can go to the School Office and ask for permission to use the school's phone.

During school hours, we ask that parents only contact their children via the school office. A message will then be sent to the student via the daily runner.

Responsibilities and obligations

- Students, Staff and Parents are expected to use safe, responsible and respectful online practices at all times.

Complaints

If a student, parent or carer has a complaint under this procedure, they should follow our school's concerns and complaints policy which can be found on the school website.

Review

The principal or delegated staff will review this procedure annually.

Video detailing phone policy <https://youtu.be/iOiyF1-eOJo>

