

# **Hunter River High School**

## **Phone Policy 2023**

### **1. Rationale**

The widespread ownership of mobile phones among young people requires that parents, carers, students, schools and teachers take steps to ensure that they are used responsibly at school and in school-related activities. This policy is designed to help increase teaching and learning time, reduce mobile phone-related distractions, increase the safety and well-being of our students, help ensure potential issues involving mobile phones can be clearly identified and addressed. This policy provides teachers, students and parents/carers with guidelines and instructions for the appropriate use of mobile phones at school and school-related activities. An analysis of school data shows that 1 in 4 behaviour referrals is related to the misuse of mobile phones.

### **2. Policy Statement**

Mobile phones and headphones are not to be used during the school day before school, in class, during breaks, or during other school-related activities (unless permitted under this policy).

### **3. Responsibilities and Delegations**

3.1 It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

3.2 Mobile phones are not to be used during school hours.

3.3 Every student will be assigned a personal Yondr Pouch. Whilst the Yondr Pouch is school property, it is each student's responsibility to bring their Yondr pouch with them to school every day. Parents/carers will be billed for the cost of replacing a Yondr pouch that has been wilfully damaged, tampered with or lost.

3.4 Every student will be a safe, responsible and respectful user of online services and support their peers to be the same.

3.5 Every student will respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.

3.6 Due to the implementation of the Yondr Pouch, parents/carers are reminded that in cases of emergency during the school day, the school office remains the preferred point of contact and school staff will ensure students are contacted quickly and assisted in the appropriate way.

3.7 Matters not specifically addressed in this policy will be managed by the principal/delegate in accordance with the relevant school and Department policies and procedures.

## 4. Procedures

***School Entrance: As students enter school grounds, they will:***

- 1) Turn their phone off.
- 2) Unlock their empty pouch using an Unlocking Base at the School Entrance.
- 3) Place their phone and earbuds inside the pouch, securely close it and store in their backpack.

Each student will maintain possession of their mobile phone inside their pouch for the duration of the school day.

Late students will do this process at the Administration Office as they sign in.

***School Exit: As students exit the school at the end of the school day, they will:***

- 1) Unlock their pouch using an Unlocking Base at the school Exit.
- 2) Remove their phone and/or earbuds from their pouch.
- 3) Securely close their empty pouch and place the pouch in their backpack for the next day.

## Breaches

Below is a list of potential student breaches. Each of these breaches will result in the student's device/phone and/or pouch being confiscated by school staff.



- 1) Physical damage to the pouch, in an attempt, to circumvent its intended purpose. (e.g. cut, discolouration, bent pin or stripped lock inside the pouch)
- 2) Forgetting or losing the pouch
- 3) Using their phone during school hours
- 4) Smart watches are allowed but used only as a watch (no phone functions)
- 5) Other devices used in a manner similar to mobile phones such as texting, using social media, listening to music, etc

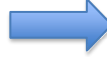

## Consequences if a Pouch is damaged



- 1) Phone and Pouch will be confiscated, and parent/carer will be notified.
- 2) Student's parent/carer must come to the school to pick up their child's phone and a replacement pouch may be assigned at a cost of \$20.
- 3) Behaviour contract for damage to school property.
- 4) DP will notify the School Administration Manager. The school will invoice the student and parent/carer via email and phone call for a replacement pouch.
- 5) The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a \$20 fee to replace the damaged school property.
- 6) Repeat offences will result in further disciplinary action.

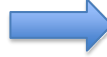

*Consult Legal Issues Bulletins 8, 35 and 56 regarding liabilities that arise when student property is confiscated.*

## PROCESS FOR PHONE MISUSE

1 <sup>st</sup> Warning – Recorded on Sentral				
<ul style="list-style-type: none"> <li>Student has phone out or has phone</li> </ul>		<ul style="list-style-type: none"> <li>Teacher logs in SENTRAL</li> <li>Teacher sends student to DP</li> <li>DP Restorative conversation</li> <li>Parents informed via phone</li> </ul>		<ul style="list-style-type: none"> <li>Phone placed in pouch and under supervision of DP and kept in School safe until the end of the day</li> <li>Student returned to class</li> <li>If student does not have a pouch, phone confiscated, placed in safe and returned at end of school day by DP or Executive member</li> </ul>

2 <sup>nd</sup> Warning – Recorded on Sentral – Parents Notified				
<ul style="list-style-type: none"> <li>Student has phone out or has a phone not in a pouch</li> </ul>		<ul style="list-style-type: none"> <li>Teacher logs in SENTRAL</li> <li>Teacher sends student to DP</li> <li>DP checks SENTRAL for previous warning</li> <li>DP documents 'Behaviour Contract' on SENTRAL</li> </ul>		<ul style="list-style-type: none"> <li>Phone confiscated by DP and kept in school safe</li> <li>Student returned to class</li> <li>Phone returned to student at the end of the day by DP or Executive member</li> </ul>

3 <sup>rd</sup> Warning – Recorded on Sentral – Parents called to collect				
<ul style="list-style-type: none"> <li>Student has phone out or has a phone not in a pouch</li> </ul>		<ul style="list-style-type: none"> <li>Teacher logs in SENTRAL</li> <li>Teacher sends student to DP</li> <li>DP checks SENTRAL for previous warnings</li> <li>Formal caution issued</li> </ul>		<ul style="list-style-type: none"> <li>Phone confiscated by DP and kept in school safe</li> <li>Student returned to class</li> <li>Parents notified to collect phone from DP</li> </ul>

4 <sup>th</sup> Warning – Recorded on Sentral – Suspension for Continued Disobedience				
<ul style="list-style-type: none"> <li>Student has phone out or has a phone not in a pouch</li> </ul>		<ul style="list-style-type: none"> <li>Teacher logs in SENTRAL</li> <li>Teacher sends student to DP</li> <li>DP checks SENTRAL for previous warnings</li> <li>Suspension may be issued</li> </ul>		<ul style="list-style-type: none"> <li>Phone confiscated by DP and kept in school safe</li> <li>Parents notified to collect student and phone from DP</li> </ul>

## **Classroom processes for Student Phone Use**

After a student hands phone to the Front Office they will return to class with a note. This will be used to notify the teacher that the phone has been locked away.

### ***Contact between students and parent /carer during the school day***

Should a student need to make a call during the school day, they may:

- See the wellbeing team (for social/emotional support)
- Administration Office (parent questions not able to wait until the end of the school day)

During school hours, parents and carers are expected to only contact their children via the school office via **Ph 49872306** or email [hunteriv-h.school@det.nsw.edu.au](mailto:hunteriv-h.school@det.nsw.edu.au). A message will then be given to the student.

## **Responsibilities and obligations**

### ***For students:***

- Be safe, responsible and respectful users of mobile phones and online services and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community in line with the Student Behaviour Code.

### ***For parents and carers:***

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support the implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as the use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively.
- Switch off or put their digital devices on silent when at official school functions and during meetings.
- Provide digital devices that meet school specifications and complete any related paperwork.

### ***For the principal and teachers:***

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
  - Will follow agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.
  - Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety-related issues.
- Model appropriate use of digital devices and online services in line with school and departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:

- Reporting the creation, possession 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 and consider any mandatory reporting requirements.
- Working with the Department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
- Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to the appropriate use of digital devices and online services.

***For non-teaching staff, volunteers and contractors:***

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

**Communicating this procedure to the school community**

Students will be informed about this procedure through HRHS School Website, email and the HRHS Facebook page.

Parents and carers will be advised via the school parent portal/email. This procedure can be accessed electronically via the [school's website](#).

**Exemptions:**

Use of mobile phones will be permitted if a student requires a mobile phone or online service for medical reasons as part of their school health care plan. Alternate pouches will be made available for students requiring medical exemptions. Phones will be returned to and stored securely in their Pouch at the end of use.

If a student requires a digital device or online service for medical reasons or required by law, an exemption will be provided. Parents need to provide supporting documentation for consideration by the Principal.

Exemptions may only be granted by the Principal after consideration of all supporting documentation and a student parent/carer interview is conducted.

Students will have the exemption flagged on their Sentral student profile.

**Complaints**

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's [guide for students/ parents/ carers about making a complaint about our schools](#).

**Review**

The principal or delegated staff will review this policy annually.