



Phone Procedures 2025

Phones are now banned in all NSW Public Schools. 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.

NB: For the purposes of this policy the term mobile device also encompasses devices that may attach via blue tooth or other means to mobile phones (for example but not limited to- headphones, smart watches, earbuds)

Responsibilities

- It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document.
- Mobile devices are not to be used during school hours.
- Mobile devices are to be kept securely in school bags. They must not be visible in pockets
- Every student will be a safe, responsible, and respectful user of online services and support their peers to be the same.
- Every student will respect and follow school rules and procedures, and the decisions made by staff, knowing that other schools may have different arrangements.
- Due to the implementation of this policy, 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 appropriately.
- These procedures apply to excursions. Students must keep their mobile devices off and away during the excursion. On overnight excursions, students may be permitted time to use their device once all activities are completed. Phones will then be returned to the supervising teacher to store the devices securely.

Procedures

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

1. Turn their mobile devices off. Disconnect headphones/ earbuds and watches.
2. Place mobile devices in school bag.

Each student will maintain possession of their mobile device inside school bag for the duration of the school day. Late students will do this process at the Administration Office as they sign in.

Students may use their mobile devices after exiting for the day and waiting for buses

Breaches

Below is a list of potential student breaches. Each of these breaches will result in the student's mobile device/s being confiscated by school staff and stored securely until the end of the school day.

1. Using their mobile device/s during school hours
2. Smart watches are allowed but used only as a watch (no phone functions)
3. Other devices (including iPads) used like mobile phones such as texting, using social media, listening to music, etc

Kind regards,

Sue Xenos
Principal



PROCESS FOR PHONE/DEVICE MISUSE



1st Warning – Recorded on Sentral

- Teacher logs as Serious Behaviour for Concern in SENTRAL
- Teacher sends student to DP*
- DP holds restorative conversation and documents breach on SENTRAL
- Parents informed
- Mobile device/s confiscated, DP stores device/s securely until the end of the day
- Student returned to class with note
- Mobile device/s collected at the end of the school day

2nd Warning – Behaviour Contract

- Teacher logs as Serious Behaviour for Concern in SENTRAL
- Teacher sends student to DP*
- DP checks SENTRAL for previous warning
- DP documents second breach on SENTRAL
- Mobile device/s confiscated, DP stores device/s securely until the end of the day
- Student returned to class with note
- Mobile device/s collected at the end of the school day

3rd Warning – Formal Caution to Suspend

- Teacher logs as Serious Behaviour for Concern in SENTRAL
- Teacher sends student to DP*
- DP checks SENTRAL for previous warnings
- DP documents third breach on SENTRAL and issues Formal Caution to Suspend
- Mobile device/s confiscated, DP stores device/s securely until the end of the day
- Student returned to class with note
- Mobile device/s collected at the end of the school day

4th Warning – Suspension

- Teacher logs in SENTRAL
- Teacher sends student to DP
- DP checks SENTRAL for previous warnings
- DP documents fourth breach on SENTRAL and issues In-school suspension OR a suspension
- Mobile device/s confiscated, DP stores device/s securely until the end of the day
- Parents notified to collect student and phone from DP

*Refusal to report to DP and/or to hand mobile device to DP may result in escalation to a formal caution to suspend, or suspension.