



Crestwood High School

Mobile Phone and Personal Electronic Device Procedures

Rationale

While mobile phones and other such devices have significant advantages for use in the broader community, their use in schools is highly problematic. In schools, mobile phones and other personal electronic devices 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 and unsupervised access to the internet and social networking platforms. The use of technology is important, but the risks and benefits need to be managed.

For the purposes of these procedures, "mobile phones and other personal electronic devices" including smart watches, Air Pods, earbuds, gaming devices and other digital devices that impact on learning are included. These procedures are implemented to manage student use of these devices at Crestwood High School.

The NSW Department of Education's "Student use of digital devices and online services" policy allows secondary school principals to restrict student use of digital devices and online services in all school-related settings, including at recess and lunch.

Aim

The aim of these procedures is to create:

- a safe and productive environment to learn without inappropriate mobile phone use or distractions.
- greater opportunities for social interaction and physical activity during recess and lunch times.

Student Expectations

Students may not use mobile phones and other personal electronic devices while on school grounds at any time, unless instructed by a teacher. "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 has adopted "gate to gate" procedures regarding the ban on mobile phones and personal electronic devices. All students in years 7-12 will be issued with their own Yondr pouch with their name on it. This will occur at the beginning of Term 4, 2023 at no cost to

the student. Upon entering the school, students must put all devices inside their pouch for the entire school day. The pouch is self-locking by pushing the tabs together at the top. Students will always maintain possession of their pouches containing their phones and personal electronic device throughout the day and must take full responsibility for any mobile phone or similar device brought to school. The school or staff will not be responsible for their loss, theft, or damage. Students who bring their devices to school, do so at their own risk. Students will keep their pouch throughout the years until the end of year 12.

Students will not be allowed to access mobile phones or personal devices during recess or lunch. At the end of each day, students will access one of the many unlocking stations around the school to unlock their pouch as they are exiting the school gates. An external unlocking device will also be installed in the bus bay should a student leave the school premises and forget to unlock their pouch.

Each student will be responsible for looking after their own pouch ensuring it does not get lost, damaged, or defaced as well as managing the phone and personal devices inside the pouch. Students are financially liable for damage to, or loss of, a pouch. In the event a pouch does get damaged, depending on the circumstances, the student may incur a cost. Replacement pouches incur a \$20 cost.

Bring Your Own (BYO) laptops or school issued laptops are not part of the ban. Listening accessories such as headphones, to be used for learning with laptops, will be managed by the individual classroom teacher. Additional headphones have been purchased for use in classrooms.

Purchasing at the canteen

Students will be required to use a card/cash to pay for purchases at the canteen. Phones or smartwatches cannot be used for purchases. Students will be required to bring a debit card, cash or similar for this purpose.

Parent or Caregiver expectations

In accordance with the procedure's parents/carers will:

- Contact the school front office to pass on an urgent message rather than contacting a student directly on their device.
- Understand that the school takes no responsibility for loss or damage to phones or personal electronic devices.
- Work collaboratively with the school and help reinforce Crestwood High School's use of mobile phone and electronic device procedures with their child/ren.

Consequences

Consequences will be applied according to the school's "Student Behaviour Policy". Management of mobile phones and personal electronic devices will be by the senior executive at Crestwood High School. The senior executive consists of the Principal and two Deputy Principals.

If the mobile phone or electronic device is out of the pouch in class or in the playground, students will be requested by a staff member to place the mobile phone or electronic device

into their pouch. They will then be instructed to take the pouch to the Deputy Principal, who will enter the phone on the 'Daily Device Register' and securely store the device in a safe.

Regarding the:

1st offence: the student is requested to take their pouch with the mobile phone / electronic device in it to the Deputy Principal, the pouch will be put in the safe and the student can collect it at the end of the school day. A record of this will be made, the student will be issued with a lunch detention and a phone call home to the parent informing them of this.

2nd offence: the student is requested to take their pouch with the mobile phone / electronic device in it to the Deputy Principal, the pouch will be put in the safe and the student can collect it at the end of the school day. A record of this will be made, the student will be issued with an after-school detention for 45 minutes on a Monday or Tuesday afternoon and a phone call home to the parent informing them of this.

3rd offence: the student is requested to take their pouch with the mobile phone / electronic device in it to the Deputy Principal, the pouch will be put in the safe and the parent will be contacted to collect it at the end of the school day. A record of this will be made, the student will be issued with a Thursday afternoon detention for 1.5 hours.

After the third offence, a Formal Caution to Suspend could be issued or a suspension for persistent failure to follow these procedures and the school's "Student Behaviour Policy". This will also include the withdrawal of a student's privilege to bring their phone and personal devices to school for a designated amount of time.

Student Behaviour Management

In class, any students with a phone/ device out of their bag will be required to place the device in their pouch clearly marked with their name on it and take it to their respective Deputy Principal's office with an accompanying phone slip. The teacher will record this incident on Sentral as a "Mobile Phone Breach" under the student's name. The pouch will be delivered by the student to the Deputy Principal, who will enter the phone on the Daily Device Register and securely store the device in a safe. The student will return to class with a signed note from the Deputy Principal showing the time they left the office. In the case of the first-time offence, the student can retrieve the phone from the Deputy Principal at the end of the school day.

Refusal to come to a Deputy Principal is a separate breach of behaviour management in the school and will be managed accordingly. The classroom teacher will note this on Sentral under the student's name.

In the playground, any student with a phone/electronic device out of their bag will be instructed to place their phone in their pouch. The student will be instructed to deliver the pouch to their respective Deputy Principal, who will enter the phone on the Daily Device Register and securely store the device in a safe. In the first instance, the student will be issued with a lunch detention and the phone will be returned to the student at the end of the day. The teacher records the incident on Sentral under Mobile Phone Breach. Second or subsequent breaches will require afternoon detentions and a student or parent to pick up the mobile phone / personal device at the end of the day depending on the number of offences.

Students who fail to follow instructions will be referred immediately to the Deputy Principal. The Deputy Principal will confiscate the phone and contact the parent/carer to organise for collection of the pouch and device. Persistent failure by a student to follow instructions and follow reasonable requests will be referred to the Deputy Principal. Consequences may include a Formal Caution to Suspend, or a Suspension for persistent failure to meet these procedures and the school's behaviour management guidelines.

Students with multiple mobile phone breaches or device misuse entries will be referred to the Deputy Principal. An improvement plan will be formulated, in partnership with parents/carers. This may include consequences such as a Formal Caution to Suspend, or a Suspension for persistent failure to meet these procedures and the school's Behaviour Management guidelines.

Medical exemptions

A small number of students will be issued with a medical pouch to manage their diabetes using their mobile phone.

Checking pouches

Home Room teachers and executive staff will conduct regular checks to ensure students are using their pouches correctly and mobile phones and personal electronic devices are locked away in their pouch.

Parent and teacher support is paramount to the implementation of these mobile phone and electronic device procedures to maximise quality teaching and learning time in the classroom free from distraction. Student's' safe, responsible, and respectful use of digital devices and online services is the shared responsibility of students, parents, carers and school staff.