



WEST WALLSEND HIGH SCHOOL MOBILE PHONE AND PERSONAL TECHNOLOGY PROCEDURE

In response to the NSW Government and Department of Education's (DoE) Student Use of Mobile Phones in Schools Policy the school has developed the West Wallsend High School Mobile Phone and Personal Technology Procedure to guide the way mobile phones and personal technology are accessed by students during the school day.

The following procedure will be implemented from Term 4, 2023 to increase focus in classrooms, remove distractions and to promote positive social interaction, while reducing the potential for negative incidents involving social media and online issues. The following key expectations for mobile phone and personal technology form the basis of the school's procedure:

- Students are not allowed to use mobile phones at school, including during recess and lunch. This includes school camps, carnivals and excursions.
- This extends to personal technology such as earbuds, headphones and smartwatches. Laptops and tablets are permitted for educational purposes.
- The principal will manage and determine any exemptions to the policy in specific circumstances for medical, wellbeing or explicit educational reasons.
- Students will still be able to carry and use their phones while travelling to and from school.

RATIONALE

Learning environments should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.

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 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 need to be managed.

This procedure promotes the learning, safety and wellbeing of students and the management of any risk of harm and distraction from the use of digital technology accessed via a mobile phone, smartwatch, or other personal electronic device.

WWHS MOBILE PHONE AND PERSONAL TECHNOLOGY EXPECTATIONS

- Students may not use mobile phones and other personal technology devices while on school grounds at any time. Personal technology includes headphones, earbuds and smartwatches. Laptops and tablets may be used for learning purposes only.



- '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 explicit permission is provided to students that personal technology may be accessed during an offsite activity.
- Mobile phones and personal technology are to be 'off and away all day' in lockable pouches from the time students enter school grounds in the morning until they are in the designated bus line area or have left the school grounds at the end of the day. This includes before school and at break times.
- While the lockable pouch system provides students with the option to keep their phone/personal technology secured with them. Students must take full responsibility for any mobile phone or personal technology they bring to school. The school (or staff) will not be responsible for the loss, theft, or damage of personal items. Students who bring their devices to school, do so at their own risk.
- If a student forgets their pouch, they will be asked to place their mobile phone and/or personal device into the Mobile Phone Collection Envelope ([appendix 1](#)). The envelope will be stored in a secured phone locker for the day. These will be located in the admin office, principal and deputy principal offices, head teacher wellbeing office and support classrooms.
- Students will be required to use a card or cash to pay for purchases at the canteen or payments at the student window. Online payments/canteen orders are available. Phones are not to be used for purchases at school.

LOCKABLE POUCH EXPECTATIONS

- Students will each receive a WWHS branded lockable phone pouch. The pouches will be purchased by the school and will remain the property of the school. Student names will be printed on the pouch for easy identification.
- When students arrive at school (or are on a school-based excursion or activity) they will be expected to turn off their phone and all personal technology and place it into the pouch. The pouch is locked by simply pressing it together until the pin clicks into the closure.
- Students can keep their phone pouch in their bag for the school day. Students must not use their phone or personal technology during this time.
- At the end of the day, as students leave school, there will be a number of unlocking devices installed near all exit gates including the bus waiting area. Students unlock their pouch by placing the pouch on the unlocking device as they leave. Students waiting in the designated bus waiting area may access their devices for appropriate use. Any misuse of technology in the bus line area will be addressed following usual behaviour and disciplinary processes.
- Students are required to bring their pouch to and from school each day and are responsible for their pouch at all times.



STUDENT BEHAVIOUR MANAGEMENT

- If a student breaches expectations their mobile phone/personal technology will be confiscated. They will be instructed to place their mobile phone and/or personal device into the Mobile Phone Collection Envelope (refer to [appendix 1](#)) by a deputy principal (or head teacher). The envelope will be stored in a secured phone locker in the deputy principal's office.
- A breach includes using (or having it in sight) a mobile phone or personal device out of their pouch in class, in the playground or on a school-based activity/excursion.
- All breaches will be recorded by the deputy principal on Sentral and will be addressed via the school's behaviour and discipline procedure – summary below (refer to [appendix 2](#) for a full version of the Personal Tech @ WWHS expectations visual).

BREACH 1	BREACH 2	BREACH 3
Tech secured in DP phone locker for the day. Student may pick up at 3.20pm. Parent/carer informed by DP.	Tech secured in DP phone locker for the day. Parent/carer must pick up. Verbal warning issued.	Tech secured in DP phone locker for the day. Parent/carer must pick up. Formal caution issued. Phone locker required daily for set timeframe.

- *Repeated* breaches and instances of noncompliance will be managed under the DoE Student Behaviour Policy. Persistent failure to follow reasonable instructions as per the school's expectations will be managed by the deputy principal. Consequences under this policy may include a suspension.
- Under the Student Behaviour Policy, it is appropriate to confiscate devices from a student when:
 - Students have failed to meet the school's expectations relating to appropriate use of mobile phones or other personal technology.
 - It is necessary to examine a personal device as there are reasonable grounds to suspect inappropriate material may be on the device. *Senior executive will be involved in such incidents and appropriate policy will be followed.*
 - Students have bullied, threatened, or harassed other students or staff via a mobile phone or personal technology or where a device has been used to film, take photographs, or display inappropriate material.



EXEMPTIONS AND ACCOMMODATIONS FOR REASONABLE ADJUSTMENTS

Any exemptions or accommodations in relation to the West Wallsend High School Mobile Phone and Personal Technology Procedure will be informed by DoE policy and will only occur as part of either an Individual Education Plan (IEP) adjustment (if it is a case of learning needs) or a Health Care Plan provision in the case of medical needs.

Evidence is required for provisions to be considered as a plan update. As part of this, in consultation with parents/carers, the student and the school, the plan will clearly identify the mobile phone/personal technology use that has been approved by the principal as an acceptable adjustment. If a student uses their device/s outside of this approved adjustment, this will be addressed following usual behaviour and disciplinary processes. (Refer to [appendix 3 – Exemption/Accommodation Application](#))

PARENT / CARER EXPECTATIONS

In accordance with West Wallsend High School's Mobile Phone and Personal Technology Procedure parents/carers will:

- Contact the school's admin office to relay messages to their young people rather than contacting a student directly on their personal device.
- Understand that the school takes no responsibility for loss, damage or theft to phones or personal technology brought to school.
- Understand that a parent/carer will be responsible for picking up a confiscated device for a repeated breach as outlined in this procedure.
- Understand that the initial phone pouch will be purchased by the school and will support the pouch to be looked after and brought to school every day as an essential school resource. A lost/damaged pouch will need to be replaced at a cost of \$20.
- Work collaboratively with the school and help reinforce West Wallsend High School's Mobile Phone and Personal Technology Procedure with their young person.

REVIEW

The school will review the West Wallsend High School's Mobile Phone and Personal Technology Procedure annually and/or if needed in response to DoE policy (refer to [appendix 4](#)).

Procedure development and publication on school website	September 2023
Procedure implementation	October 2023
Next procedure review	September 2024



APPENDIX 1 – MOBILE PHONE COLLECTION ENVELOPE



MOBILE PHONE COLLECTION

STUDENT NAME : _____

YEAR: 7 8 9 10 11 12

DATE handed in: ___/___/___

TIME handed in: ___ : ___ AM / PM

- DP Chandler DP Gauci DP Sager
 HT Wellbeing Office Other _____

NOTES:

i.e. Phone condition

MOBILE PHONE RETURN

PHONE to be returned to: STUDENT _____

PARENT/CARER _____

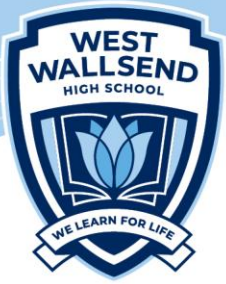
DATE collected: ___/___/___

TIME collected: ___ : ___ AM / PM

PHONE return confirmation:

_____/_____/_____
Name Signature Date

Envelope to be kept as record of phone return



APPENDIX 2 – PERSONAL TECH @ WWHS EXPECTATIONS (VISUAL)



PERSONAL TECH @ WWHS

- 1** PHONES + PERSONAL TECH MUST BE **SWITCHED OFF AND LOCKED IN YOUR POUCH** WHEN YOU ARRIVE AT THE GATE.


- 2** PHONES + PERSONAL TECH **STAY OFF AND AWAY ALL DAY** INCLUDING BREAKS + EXCURSIONS.



Unlock your pouch when you leave site at the end of the day. Unlocking devices are near all gates.
- 3** **FORGET YOUR POUCH? ELECT TO STORE YOUR TECH.**

Phone lockers are available in the office, Kapara classrooms, HT Wellbeing office and all DP offices.


- 4** **IF WE SEE OR HEAR YOUR TECH - IT'S DEPUTY DIRECT.**

Pouches remain the property of WWHS. Wilfully lost / damaged pouches will be addressed under discipline procedures.


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| <p>5</p> | <p>BREACH 1
Tech secured in DP phone locker for the day. Student may pick up at 3.20pm. Parent/carer informed by DP.</p> | <p>BREACH 2
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Tech secured in DP phone locker for the day. Parent/carer must pick up. Formal caution issued. Phone locker required daily for set timeframe.</p> |
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APPENDIX 3 – EXEMPTION/ACCOMMODATION APPLICATION

MOBILE PHONE AND PERSONAL TECHNOLOGY EXEMPTION/ACCOMMODATION APPLICATION

Any exemptions or accommodations in relation to the West Wallsend High School Mobile Phone and Personal Technology Procedure will be informed by DoE policy and will only occur as part of either an Individual Education Plan (IEP) adjustment (if it is a case of learning needs) or a Health Care Plan provision in the case of medical needs.

Evidence is required for provisions to be considered as a plan update. As part of this, in consultation with parents/carers, the student and the school, the plan will clearly identify the mobile phone/personal technology use that has been approved by the principal as an acceptable adjustment. If a student uses their device/s outside of this approved adjustment, this will be addressed following usual behaviour and disciplinary processes.

REASONABLE ADJUSTMENTS

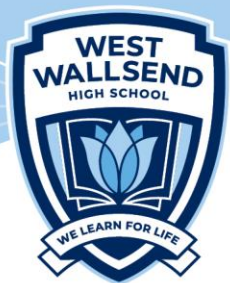
A reasonable adjustment is a measure or action taken to assist a student with a disability or medical condition to participate in their learning on the same basis as other students. Reasonable adjustments may be applied for with supporting documentation. A letter from a medical professional must explicitly state *when and how* a mobile phone or personal technology should be used. Applications will be reviewed on a case-by-case basis by the Learning Support Team (LST) and principal. The application outcome will be at the discretion of the principal. *Examples of reasonable adjustments may include:*

- Health monitoring – for example, students with insulin monitors linked to an app on their phone. These students may be provided with a non-locking pouch to allow them to check their phone as required to respond to alerts or alarms.
- Hearing aid control – adjusting volume for hearing aid in class and during breaks as needed. These students may be provided with a non-locking pouch to allow them to check their phone as required.
- For mental health issues or sensory requirements – it is strongly encouraged that *alternate resources* be considered to replace mobile phone use as well as an option for students to access resources in the timeout/wellbeing space provided by the school.

EXEMPTION

An ongoing or temporary exemption may be considered in *exceptional circumstances*. Following a learning support conversation and the application process the principal will review and determine an outcome on a case-by-case basis.

It should be noted that any adjustment/exemption request that *relies on direct student contact with a parent* (bypassing the school) may be considered unsafe and therefore not a reasonable adjustment that can be supported. This is due to the importance of the school being aware of any urgent student issue so staff can support and respond immediately during the school day. Students will be supported to contact home for urgent reasons however this communication is likely to come directly from the school.



APPLICATION: STUDENT DETAILS

Name:		Year:	
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Please choose from the following:

I am applying for a reasonable learning adjustment to support my young person.	Yes	No
I am applying for an ongoing exemption for my young person.	Yes	No
I am applying for a temporary exemption for my young person.	Yes	No
Does the student have a diagnosed disability / medical / health condition?	Yes	No
Does the student have an existing individual education plan and/or health care plan?	Yes	No
Have you provided medical documentation / letter from a medical professional to support this application?	Yes	No

Please outline the reason for your application.

Include any current information that will assist in the decision process. This may include information about student diagnosis and/or their medical condition.



APPLICATION SUBMISSION

The application will be reviewed by the principal and the outcome will be communicated to the person who submitted the application. Any outcome in support of a reasonable adjustment or exemption will be formally recorded in the student's individual learning plan or health care plan. This will be evaluated as per annual plan review procedures.

Submit this application at the admin office or by email to: westwalls-h.school@det.nsw.edu.au

- I understand a learning support meeting may be requested by the deputy principal and/or Head Teacher Wellbeing to assist with the application outcome and/or relevant plan updates to support my young person.

Name:	
Relationship to student:	
Email:	
Signature:	Date:



APPENDIX 4 – RELATED DOE POLICY AND RESOURCES

Some of the following links are accessible by staff only via the Department of Education portal.

- [Student Use of Mobile Phones in Schools Policy](#)
- [Student Use of Mobile Phones in Schools - Procedure Resources](#)
- [Student Behaviour Policy](#)
- [Bullying of Students - Prevention and Response](#)
- [Complaints Handling](#)