



## 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 <b>reasonable learning adjustment</b> to support my young person.	Yes	No
I am applying for an <b>ongoing</b> exemption for my young person.	Yes	No
I am applying for a <b>temporary</b> 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

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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](mailto:westwalls-h.school@det.nsw.edu.au)  
If you have any questions please contact the school on 4953 2111.

- 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: