

Implementation date: 14/10/2024

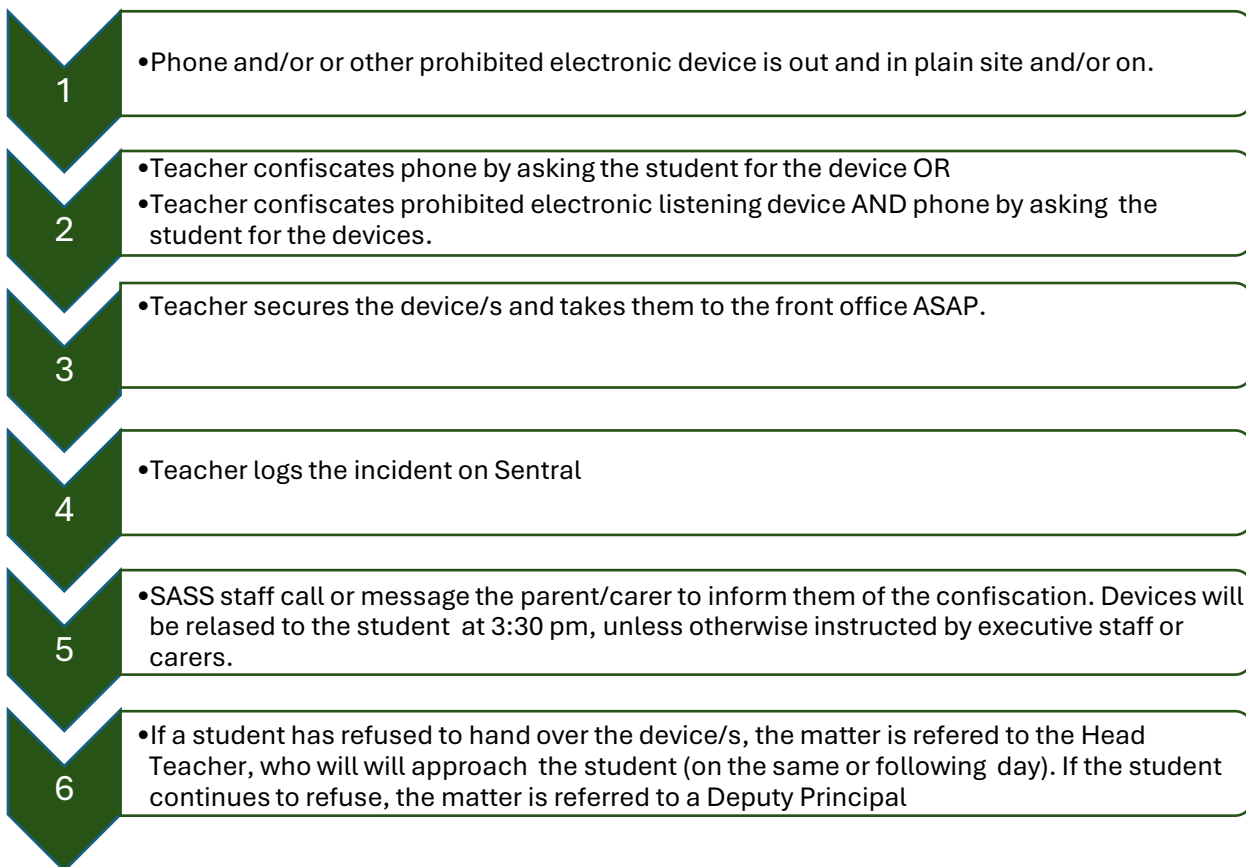
Review date: 15/12/2024

The procedures for Student use of mobile phones and other prohibited electronic devices have been developed in consultation with the following Denison College of Secondary Education Kelso High Campus groups:

- Parent Focus Group
- Student Council
- Executive Leadership team
- Staff

These procedures replace previous policy and procedures related to student use of mobile phones.

Students are not allowed to use **mobile phones**, or other **prohibited electronic listening devices, including wireless headphones, ear buds or air pods**, at school during class time, between classes, at recess or lunch unless an exemption has been granted, for example to make purchases at the canteen counter during recess and lunch, for an educational purpose, to achieve student health and wellbeing outcomes, or as part of reasonable adjustment to enable students with specific needs to participate in education on the same basis as other students.



Responsibility

Students are discouraged from bringing phones and other devices to school. If a student chooses to bring their device to school, responsibility for the safekeeping of the device and for following these procedures rests entirely with the student.

Devices must be off and away

The Kelso High Campus procedures are consistent with the Department's Student use of mobile phones at school policy (see below), including the "off and away strategy" <https://education.nsw.gov.au/policy-library/policies/pd-2023-0480-01>

Devices can be kept in bags or pockets though they must be off and away from 9:00 am, or the device will be confiscated. Additional processes exist for managing phones during practical classes in PDHPE, Science and TAS.

OFF - the phone is silent and inactive

Examples of a breach include sounds such as ringing, vibrations, alerts and light emissions from the phone.

AWAY – the phone is out of sight.

Examples of a breach include the device being held, sitting on a desk, in a student's ears, on the floor.

An outline of a device in a pocket does not constitute a breach of "away"

Confiscation:

if a phone is NOT off and/or away the student will be required to hand their phone to the teacher and the phone will be locked in the front office for the remainder of the day.

If earbuds, headphones, air pods or other electronic listening device are NOT off and/or away the student will be required to hand in both the listening device and their phone to the teacher.

Yondr Pouches

Yondr pouches will be available as a support strategy for students who repeatedly breach the off and away expectations. This will involve a daily check-in and check-out by a Deputy Principal including a supportive conversation, planning and issue of the yondr pouch. Random checks by the issuing DP may occur at any time.

Exemptions

Approved exemptions

- **For purchases at the canteen:** Whilst cash and online payments are preferred, an exemption for students to pay using their phone will be available at recess and lunch at all 3 windows in a designated and clearly marked zone. Phones are not permitted while students wait in line.
- **Students with specific needs**, where approval and conditions of use have been granted by the Learning Support Team.

Exemptions can be considered for other matters including:

- Learning: Teachers can apply to their Head Teacher for an exemption for a student/s to use phones for learning activities e.g. photography of major works or VET competencies.

Refusal to hand over the device:

Refusal of the classroom teacher's direction will result in the Head Teacher issuing the same request on the same day, or the following day.

Refusal of the head teacher's direction will result in the Deputy Principal issuing a **warning of suspension, in-school support program** and removal of the phone for a day.

Notes:

A consistent approach to managing the off and away strategy is essential for these procedures to be effective.

Under exceptional circumstances, the Principal or Deputy Principals may exercise discretion when implementing the above procedures.

There is the possibility for some differentiation in implementing these procedures, provided the essential procedures are not compromised.

Practical subjects:

- PDHPE Cages will be installed in courts and PE areas: Bags can be locked in cages and devices secured in bags
- TAS: bags locked in cages and devices secured in bags
- Science: Devices locked in tubs.

Phones Before school

From 9:00 AM, any phones that are not off and away will be confiscated. Roll call provides an excellent opportunity for teachers to remind students to switch their phones off and put them away for the day. An announcement will be made at around 9:00am to remind students to switch their phone off.

Issues relating to the inappropriate use of phones before 9:00 am will be dealt with separate to these procedures and on an individual basis.