



## STUDENT MOBILE PHONE POLICY

### 1. Policy Statement

This policy covers student use of mobile phones, all forms of headphones, smart watches, iPads, and digital music devices on the school site and in school related settings.

### 2. Audience and applicability

Henry Kendall High School students, parents, carers and school staff.

### 3. Context

Henry Kendall High School supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy  
<https://education.nsw.gov.au/policy-management-schools/student-use-of-mobile-phones>

Mobile phone use in schools can impact student learning and wellbeing. Restricting mobile phone use at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, while reducing the potential for online bullying. Henry Kendall High School has strong teaching and learning practices to support students in the classroom using various forms of appropriate technology, which maximises the benefits and minimises the risks of digital environments and prepare students for life beyond school. We foster a safe learning environment which supports and enhances each child's social and emotional health through our wellbeing and learning support teams.

Henry Kendall High School has elected to use the following approach. All mobile phones, smart watches, headphones, digital music devices, and iPads are required to be turned off and placed in a locked pouch for the full school day, including recess and lunch. This will mean that students will have a responsibility to turn off their phone, place it in the locked pouch and store it safely in their school bag for the course of the school day. This is an approved NSW Department of Education option and will limit unnecessary distractions and complement our ongoing approach to ensure every student maximises their learning and social growth in a safe and supportive environment.

### 4. Implementation

- 4.1 As students enter the school grounds they will be required to turn their phone off and place their phone inside the pouch as they enter the school grounds, securely close it and store in their school bag.
- 4.2 Each student will maintain possession of their mobile phone inside their Phone Locker Pouch for the duration of the school day where the phones remain locked.
- 4.3 At the end of the day students leave the school and unlock their pouch using an unlocking station and place their pouch in their school bag for the next day. Students leaving early need to see the school office to have their pouch unlocked.
- 4.4 No unlocked phone is permitted on school grounds during school hours. Devices such as iPods for the playing of music may be permitted in specific stage 6 classes under teacher instruction and only in a classroom environment.
- 4.5 Henry Kendall High School understands there will always be emergencies when parents need to get in contact with students, or vice versa, during the school day. Parents and carers can make contact with the school through the school office on 43252110, and students will also be able to contact parents or carers through the school office if urgent.

- 4.6 Teachers may direct students to get their phone or digital device out where a teacher endorses its use for educational purposes relevant to the lesson.
- 4.7 Students who are seen to have a phone or other banned device that is not in their pouch;
- Teacher asks for phone (no chances/warnings) and are to place phone in a clearly marked envelope (with the student's name) that is taken to the Senior Executive at the teacher's earliest convenience. Students will be issued a detention and their parents will be called. Students may collect their phone from the DP at the end of the day.
  - If the same student has their phone confiscated and sent to the Deputy Principal on several occasions, the phone will be placed in the school safe until parents come to the school to collect it.
  - Students who refuse to hand over their mobile phone will be sent to the Deputy Principal and issued a suspension warning for disobedience.
  - Students who also refuse to hand over their phone to the Deputy Principal or the Principal will be immediately suspended.
  - Students who persistently have their phone out of their pouch despite warnings and disciplinary measures being imposed will be suspended.
- 4.8 Students who have lost or damaged their pouch are not to bring their phone to school until they have organised a replacement pouch. Students will be required to pay a fee of \$20 for the replacement pouch.
- 4.9 Periodically throughout the school year all students' Phone Locker Pouches will be inspected to ensure they are still functional and being kept in good order.
- 4.10 Students who do not have their phone pouch with them on any given day will be required to give their phone to the Deputy Principal for the school day. Repeated infringements will result in disciplinary consequences and parent notification.
- 4.11 Whilst off-site on school-based activities, the pouch system still applies, and students must keep their phone in their pouch. This includes school carnivals. Where students may not return to school at the conclusion of an event, the supervising teacher will bring a mobile unlocking station for students to release their phones prior to departure.
- 4.12 On overnight excursions the relevant teaching staff will make an assessment of the potential need for students to have access to their mobile phone based on safety grounds. This assessment must be reflected in the excursion risk management plan.

## 5. Exemptions

Henry Kendall High School understands there may be students who have a medical, wellbeing or learning need which will require them to access a mobile phone as defined in their health care plan and supported by medical advice.

All exemptions will be considered on a case by case basis through application to the Principal. Supporting evidence from a medical practitioner will be required, and the need will need to be assessed at a level that requires a student health care plan.

## 6. Responsibilities and delegations

### Students:

- manage the use of their phone pouch in a self-regulated manner that is consistent with this policy.
- use digital devices and online services in safe, responsible and respectful ways, as described in the Departments [Behaviour Code for Students](#), and support their peers to do the same.

### Teaching Staff:

- provide consistent implementation of this policy.
- model appropriate use of digital devices and online services.
- Monitor, respond to, and report, student adherence to this policy.

### Executive Staff:

- provide support to faculty staff, including casual staff, in the expectations and implementation of this policy.

- provide support to faculty staff where conduct issues arise relating student failure to adhere to this policy.
- monitor implementation of this policy and address emergent issues with teaching staff where this policy is not applied.

**Senior Executive:**

- maintain a positive school culture that promotes a safe, responsible and respectful environment free from student phone usage.
- provide support to teaching and executive staff where conduct issues arise relating student failure to adhere to this policy.
- secure confiscated phones received from classroom teachers.
- raise student and parent awareness of this policy and procedures.
- enforce appropriate consequences for student failure to adhere to this policy.

**Parents and carers:**

- recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- support implementation of the school procedure, including its approach to resolving behaviour issues.
- take responsibility for their child's use of digital devices and online services at home.
- communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 [School Community Charter](#).

**5. Monitoring, Evaluation and Reporting Requirements**

Yearly evaluation of the Student Mobile Phone Policy including negotiation and communication with parents and carers through the school's P&C Association.

This policy was last updated

**August 2023**