



**BLACKTOWN GIRLS
HIGH SCHOOL**

A Partially Selective Girls High School

Mobile Phones Policy and Procedures

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Approved By

Mrs Trimmis

ASPIRATION | INTEGRITY | RESPECT | RESPONSIBILITY

Mobile Phones Policy and Procedure

Purpose

Blacktown Girls 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>).

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.

Scope

Blacktown Girls High School will be implementing 'Away for the Day'. All mobile phones are required to be turned off and placed in a locked pouch for students in Year 7-12 for the full school day, including recess and lunch. This will mean that students will have the responsibility to turn off their phone and store it safely in their school bag for the duration 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.

Process

Entry: As students enter the school grounds, they will:

1. Turn their mobile phone off.
2. Place their mobile phone inside the pouch and close it securely.
3. Place the pouch into their school bag where it will remain all day.

Each student will maintain possession of their mobile phone inside their phone pouch for the duration of the school day.

Exit: As students exit the school at the end of the school day:

1. Students move towards an Unlocking Base.
2. Remove their mobile phone from their pouch.
3. Place the pouch back into their school bag for the next day.

(Exception: excused early leavers whereby the student will unlock their pouch at the Front Office)



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Violations

Below is a list of potential student violations. Each of these violations will result in the student's mobile phone and/or pouch being confiscated by school staff.

1. Physical damage to the pouch in an attempt to circumvent its intended purpose. (Examples: bent pin, stripped lock inside the pouch).
2. Forgetting or losing the pouch. Student will be provided with a loan pouch by the Deputy Principal for the day. This will need to be returned at the end of the day. Upon second or third instance, student will need to bring phone to Deputy Principal's office for the duration of the school day.
3. Using their mobile phone during school hours.

School response if a pouch is damaged

1. Mobile phone and Pouch will be confiscated, and parent/carer will be notified immediately.
2. Student's parent/carer must come to the school to collect student's mobile phone and a replacement pouch may be assigned. Parent/Carer will be required to pay \$10 for replacement pouch upon collection of the mobile phone.
3. Upon investigation, Formal Caution to Suspend for damage to school property may be issued.
4. Student will be permitted to bring a mobile phone back to school once replacement pouch has been purchased.

School response to mobile phone non-compliance

1. 1st Warning – student will be asked to return the phone to the pouch. Recorded by staff member on Sentral. Student complies and no further action is required.
2. 1st Warning refusal – student will be asked to return phone to pouch. Student refuses to comply. Student is to hand their phone to Deputy Principal for the rest of the day. Recorded by staff member on Sentral. Student to collect at the end of the day. Parent/Carer notified.
3. 2nd Warning refusal - student will be asked to return phone to pouch. Student refuses to comply. Student is to hand their phone to Deputy Principal for the rest of the day. Recorded by staff member on Sentral. Parent/Carer to collect at the end of the day. Parent/Carer informed that further student refusal will lead to further disciplinary action.
4. Further non-compliance within a 2-week period, will result in further disciplinary action by Senior Executive.



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Contact between students and parent/carer(s) during the school day

Should a student need to make an emergency phone call during the school day, they must approach the Front Office and ask for permission to contact home.

Parents/carers are to contact their children via the school front office. A message will then be sent to the student by office staff.

Exemptions

Blacktown Girls High School understands there may be students with a medical, wellbeing or learning need which will require them to access a mobile phone. Parent/Carer(s) will need to apply for an Exemption by completing appropriate forms, to be submitted to Principal for consideration.

The Principal will consider request and determine where an exemption will be applied for on behalf of a student, as well as the adjustments to any school-based practices and procedures. Forms can be requested through school reception office.









Communicating this procedure to the school community

Students will be informed about this procedure in person and through online platforms. Parent/carer(s) will be advised via email, Parent Sentral Portal, and other online platforms.



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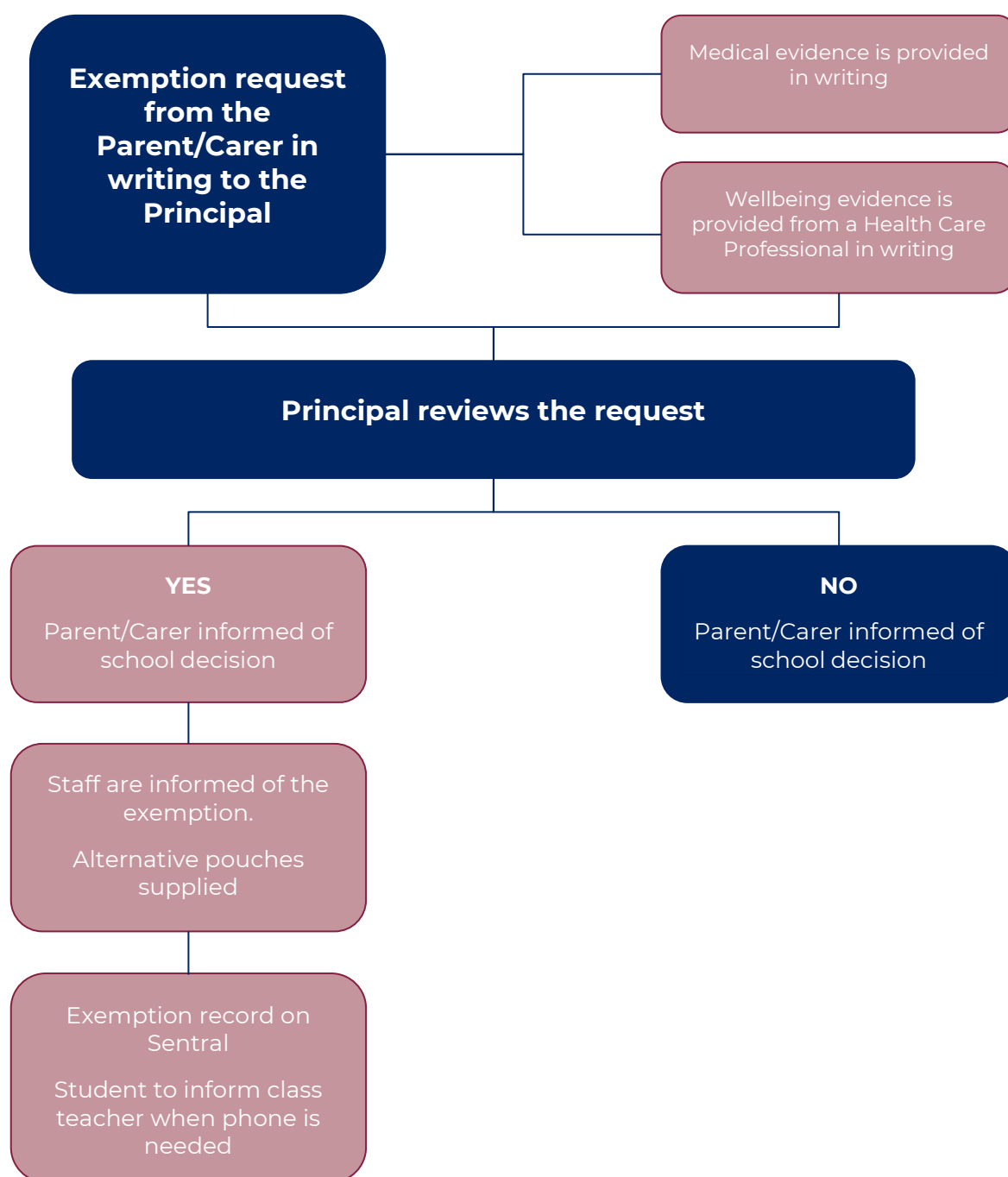
School Response to Mobile Phone non-compliance - Flowchart

1st Warning				
Student is using mobile phone in the classroom or playground		Student is given one opportunity to lock their phone in their pouch	 <i>Recorded by Staff on Sentral</i>	Student complies and no further action is required
1st Student Refusal				
Student refuses to put phone away in their pouch	 <i>Student is sent to Deputy Principal</i>	Student to hand their phone to Deputy Principal for the remainder of the day Parent/Carer notified	 <i>Recorded by Staff on Sentral</i>	Student to collect their phone at the end of the school day.
2nd Student Refusal				
Student is using mobile phone in the classroom or playground	 <i>Student is sent to Deputy Principal</i>	Student to hand their phone to Deputy Principal for the remainder of the day Parent/Carer notified	 <i>Recorded by Staff on Sentral</i>	Parent/Carer to collect phone at the end of the school day Parent/Carer informed that further student refusal may lead to a Formal Warning of Suspension
Further non-compliance in two week period	 <i>Student is sent to Deputy Principal</i>	Parent/Carer meeting organised with Deputy Principal Student to hand phone in at the beginning of the day to DP	 <i>Recorded by Staff on Sentral</i>	Continued non-compliance may lead to a Suspension



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Mobile Phone Exemption Flowchart



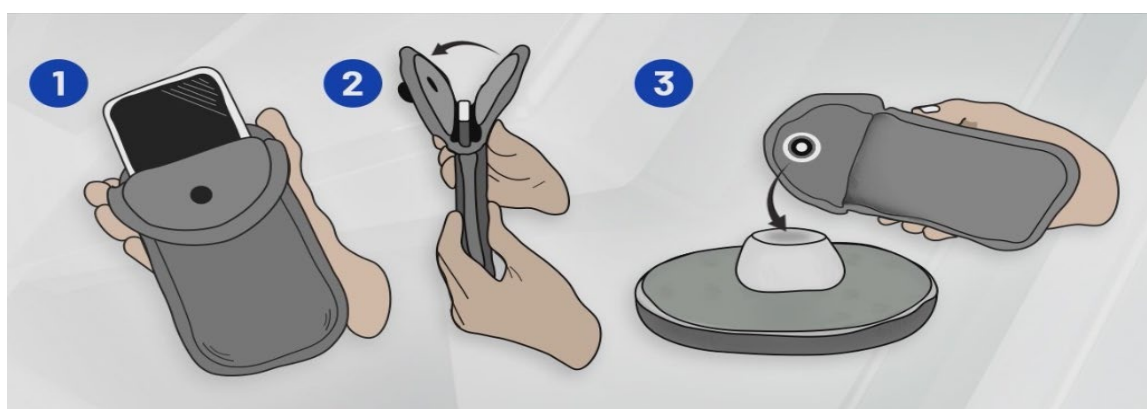
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Mobile Phone Pouch Information

Students will be given their first pouch free of charge and we will ensure there are a sufficient number of docking stations in our school grounds for the unlocking of pouches at the end of the school day.

The mobile phone pouch is a simple lockage pouch to store mobile phones. Each student will be issued their own pouch to secure their phone when they arrive at school. They will maintain possession of their phones and will not use them until they are unlocked at the end of the school day. Students are required to bring their mobile phone pouch to and from school each day and are responsible for their pouch at all times.

HOW THE POUCHES WORK



1. POUCH As a student enters school, they place their phone in their assigned Mobile Phone pouch.	2. SECURE The pouch is closed and secured. Each student keeps their pouch throughout the day.	3. EXIT When leaving school, the student takes their pouch to an unlocking base to release their phone.
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