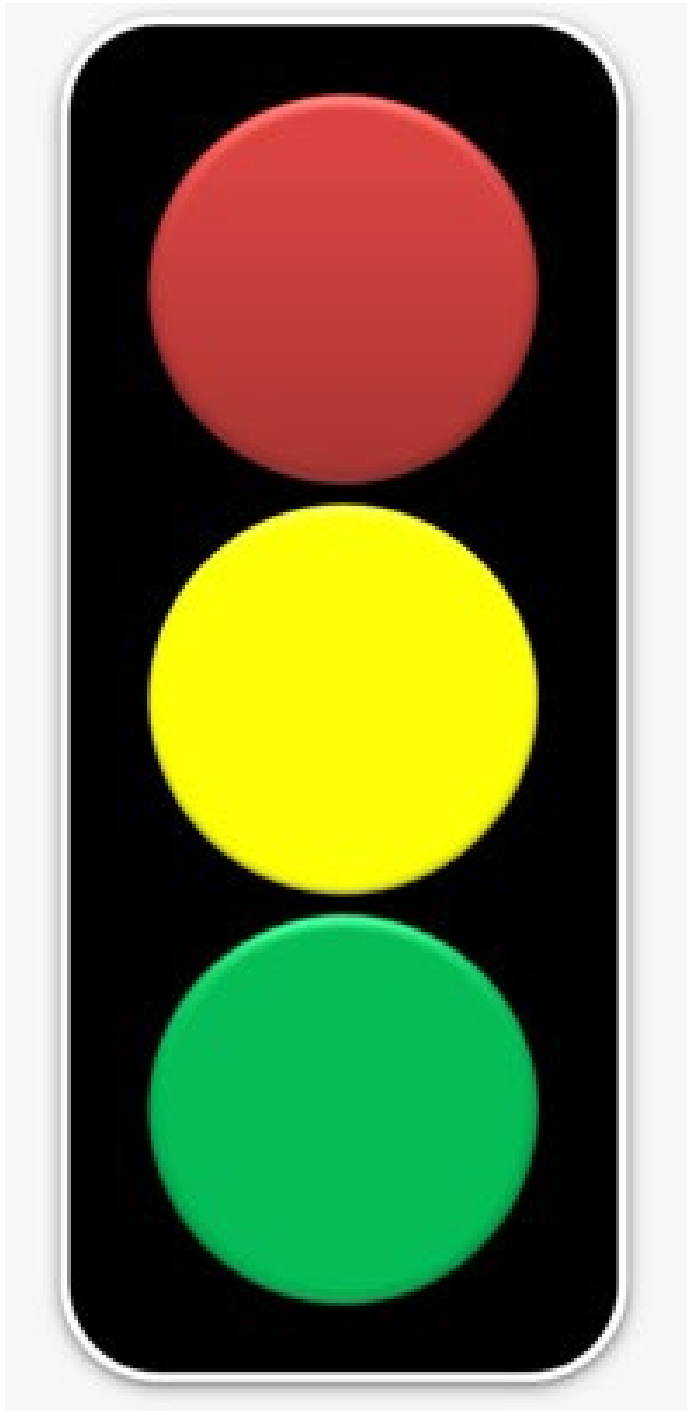




Use of Mobile Phones and Devices in Class



OFF and AWAY

Mobile phones are turned off or switched to silent, in bags and out of sight. Not to be used in class.

ASK FIRST

The teacher will give permission if you can use a device for classwork after being asked.

TEACHER DIRECTED

With teacher direction and permission, devices may be used as a tool for learning in a class activity **ONLY**.

Acceptable and Responsible Use



Acceptable use of Mobile Phones Summary of Expectations

Our School's Approach

Rationale:

Mobile phones (and all similar electronic devices that play music or have apps/games on them) are highly popular and are used by students for a variety of purposes. Kingsgrove North High School understands there are identified times when mobile phones are beneficial in an educational setting, but we also understand there are times when the use of mobile phones become problematic.

Mobile Phone Rules:

Mobile phones, earphones and other electronic devices are allowed to be used with the permission of the classroom teachers for identified reasons. Otherwise, mobile phones are:

- not to be used in any classroom, learning space, Sport/PE class or assembly.
- to be off or on silent in every class.
- to be out of sight (in bag or pocket) for the entire lesson.

Incorrect use of Mobile Phone procedures:

1. Staff will issue a reminder and a warning to the students about mobile phone use. Students will be instructed to put the mobile phone/device away.
2. Staff will send for a Head Teacher (2IC or delegate) by sending another student with a pass. Head Teacher will ask the student to leave the room, with their phone, to have the phone confiscated for the remainder of the day.
3. Teachers may place on a Faculty Monitoring card and issue consequences. Incident is to be recorded on Sentral.
4. When a Head Teacher confiscates a phone/device, it will be placed into a Mobile Phone Envelope, signed by respective Head Teacher and student. The Head Teacher is to take the phone to the Front Office during the next break and before 3pm, so that it can be signed into the Mobile Phone locked cabinet by a Deputy Principal. The student can only collect the phone, after the bell has gone at 3.05pm.
5. Head Teachers may place on Faculty Monitoring card and issue consequences if the student does not comply with Head Teacher instructions. Incident to be recorded on Sentral.

6. If a student does not comply with Head Teacher instructions, the Head Teacher will take the student to the Office where a member of the Senior Executive will confiscate the mobile phone/device and issue consequences.
7. If a phone is confiscated on more than one occasion in a 10 week period, the phone will only be able to be collected by a parent/guardian. Deputy Principals may also place student on an Orange monitoring card and give student an official warning of suspension.

Phones for Learning

Teachers can decide that phones, like any other device, have a legitimate role for learning in the classroom. Whether it is using the phone to capture photo evidence of work samples for a design course, for quick access to research, for collaborating with peers, or for any other educational purpose. The class teacher determines when the phone is the most appropriate learning device for the activity. This approach is supported by clear classroom expectations based on behaviours rather than devices. These behaviours may be linked to our existing school values of Respectful, Responsible, and Safe and using KNHS Rule of Three principals. They may even have been co-created by the teacher and students in the class group in the class setting.

Students who wish to bring a mobile phone to school must read and sign this Student Agreement in the company of a parent or caregiver unless otherwise directed by the Principal.

Exemptions

An exemption from parts of this framework can be requested from the principal by parents, carers, school counsellors and other student support staff, for exceptional circumstances as deemed by the school principal. This may cover times when or places where use would otherwise be restricted. Except where required by law, the school principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions applies as determined by the exceptional circumstances. The exemption may be ongoing or for a certain time period. A pass signed by the principal will be issued to the student with the reasons and acceptable use of the device noted.

Contact between students and parents and carers during the school day

Should a student need to contact a parent or carer during the school day, they must approach the administration office and ask for permission to use the school's phone. During school hours, parents / carers are expected to only contact their children via the school office.

Roles and Responsibilities:

Students

- Mobile phones and AirPods / Headphones are to be out-of-sight, turned off or switched to silent, **"OFF AND AWAY"** and need to be kept in bags or pockets. They are not to be visible during class time.
- Mobile phones are not to be used during class time unless permission is given by a teacher for learning purposes as part of BYOD. **"TEACHER DIRECTED"**
- Answering of phone calls, making phone calls or send or receiving of text messages or connecting to social media is not occur during class time.
- Permission needs to be sought and / or granted by the class teacher to use Mobile phones in class learning time for educational purposes ONLY.
- Collect confiscated mobile phone after 3.05pm from the Deputy Principal.
- Respectfully follow the instructions of staff.

Teachers

- Enforce the Acceptable use of Mobile Phones at School policy in every lesson and assembly.
- Give clear reminders and warnings and use the "red", "amber" and "green" light system for mobile phone and technological device use in the classroom
- Display any signage issued to staff that supports the Acceptable use of Mobile Phones in School policy.
- Issue consequences and place on faculty monitoring for repeat offenders. Record on Sentral.
- Refer to the Head Teacher or 2IC/delegate in any instances of students who openly defy the Acceptable use of Mobile Phones in School policy.
- Use Sentral to record any issues to do with student misuse of Mobile Phones.
- Report any instances of cyberbullying or inappropriate use technology to Year Adviser and/or Head Teacher.

Head Teachers and 2IC's:

- Enforce the Acceptable use of Mobile Phones at School policy in every lesson and assembly.
- Ensure staff know procedure and are aware of 2IC or alternatively arranged HT that they can contact.
- Give clear reminders and warnings and support classroom teachers.
- Ensure faculty members are displaying signage and are using "red", "amber" and "green" light system for mobile phone and technological use in the classroom.
- Attend classes to confiscate mobile phones, where students are not following the Acceptable use of Mobile Phones policy.
- Use the issued envelope to seal mobile phone in when confiscated. Have student sign the envelope, HT sign the envelope, and the envelope with the mobile phone is kept in a

safe place until it can be placed in the Front Office, Mobile Phone locked cabinet before the end of the school day.

- Place student on Level Yellow and issue consequences, where necessary.
- Contact parent/guardian about inappropriate mobile phone use, where necessary.

Deputy Principals:

- Enforce the Acceptable use of Mobile Phones at School policy at all times.
- Ensure faculties and staff are displaying signage and are using "red", "amber" and "green" light system for mobile phone and technological use in the classroom and linked to Acceptable use of Mobile Phones in our School policy.
- Remind students about the Mobile Phones at School policy on assemblies, through the Parent Portal and social media platforms.
- Issue Orange Deputy card, where necessary, for serious breaches of the Mobile Phones at School Policy.
- Liaise with parents/guardians about inappropriate Mobile Phone use, where necessary.
- Evaluate and review the policy annually.

Parents/Carers:

- Support KNHS Acceptable use of Mobile Phones at School Policy, including its approach to resolving issues.
- Remind their child/children about not using the mobile phone in classes or assemblies.
- Collect the mobile phone from the Front Office, where there has been more than one breach of the policy.
- Discuss safe and appropriate use of mobile phones with their child/children.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the 2018 School Community Charter (<https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter>).

Evaluation: may be conducted annually, via (optional) meetings, Sentral data analysis, feedback from KNHS community and Walkthrough teams (Instructional Rounds).





Acceptable use of Mobile Phones Student Agreement

PLEASE READ AND SIGN

Our School's Approach

OFF AND AWAY

Phones are 'Off and away' in classrooms. This message is reinforced by posters in each classroom. Mobile phones may be confiscated by a head teacher for students who continue to not follow the teachers instructions of 'off and away' and in extreme cases a deputy principal will intervene if mobile phones are used continuously during class without the teacher's consent. Parents may be called as a result of persistent refusal to follow the school expectations involving digital devices.

PHONES FOR LEARNING

Teachers can decide that phones, like any other device, have a legitimate role for learning in the classroom. Whether it is using the phone to capture photo evidence of work samples for a design course, for quick access to research, for collaborating with peers, or for any other educational purpose. The class teacher determines when the phone is the most appropriate learning device for the activity. This approach is supported by clear classroom expectations based on behaviours rather than devices. These behaviours may be linked to our existing school values of Respectful, Responsible, and Safe and using KNHS Rule of Three principals. They may even have been co-created by the teacher and students in the class group in the class setting.

Students who wish to bring a mobile phone to school must read and sign this Student Agreement in the company of a parent or caregiver unless otherwise directed by the Principal.

Consequences for inappropriate use

- The student is reminded of 'Responsible use of Mobile Phones' or other self-regulation techniques.
- The student is given a warning from a teacher or other staff member. (Rule of 3)
- The student is referred to the Head Teacher for not complying with instructions or in extreme cases a Deputy Principal. Phones may be confiscated for the day and returned at the end of the day.
- A deputy principal may decide to confiscate the mobile phone until the end of the day. The mobile phone is held in the administration office until a parent or carer collects the device and is spoken to by a member of the Senior Executive team about the continued refusal to comply with school requirements.
- Suspension and possible Police and/or Child Wellbeing involvement for serious incidents maybe considered.

STUDENTS: I agree that I will abide by the school's mobile phone policy and that:

- Mobile phones are to be out-of-sight, turned off or switched to silent, **"OFF AND AWAY"** and need to be kept in bags or pockets. They are not to be visible during class time.
- Mobile phones may be used in class with the **direction** and **permission** of the class teacher for learning purposes as part of BYOD. **"TEACHER DIRECTED"**
- Answering of phone calls, making phone calls or send or receiving of text messages or connecting to social media is not to occur during class time.
- Head phones / AirPods are not to be used during the school day unless part of a class activity with permission.
- Respect and follow school expectations and procedures following the decisions made by staff, knowing that other schools may have different expectations and arrangements.

PARENT/CAREGIVER:

I understand that my child will be responsible for abiding by Kingsgrove North High School's:

- Acceptable Use of mobile phones (Off and Away unless permission is given)
- I have read and discussed the schools mobile phone approach with my child and understand the responsibility they have in the use of their mobile phone.

Date: _____

_____ in the presence of _____
(Print Student Name) (Print Parent/Caregiver Name)

Student Signature

Parent/Caregiver Signature

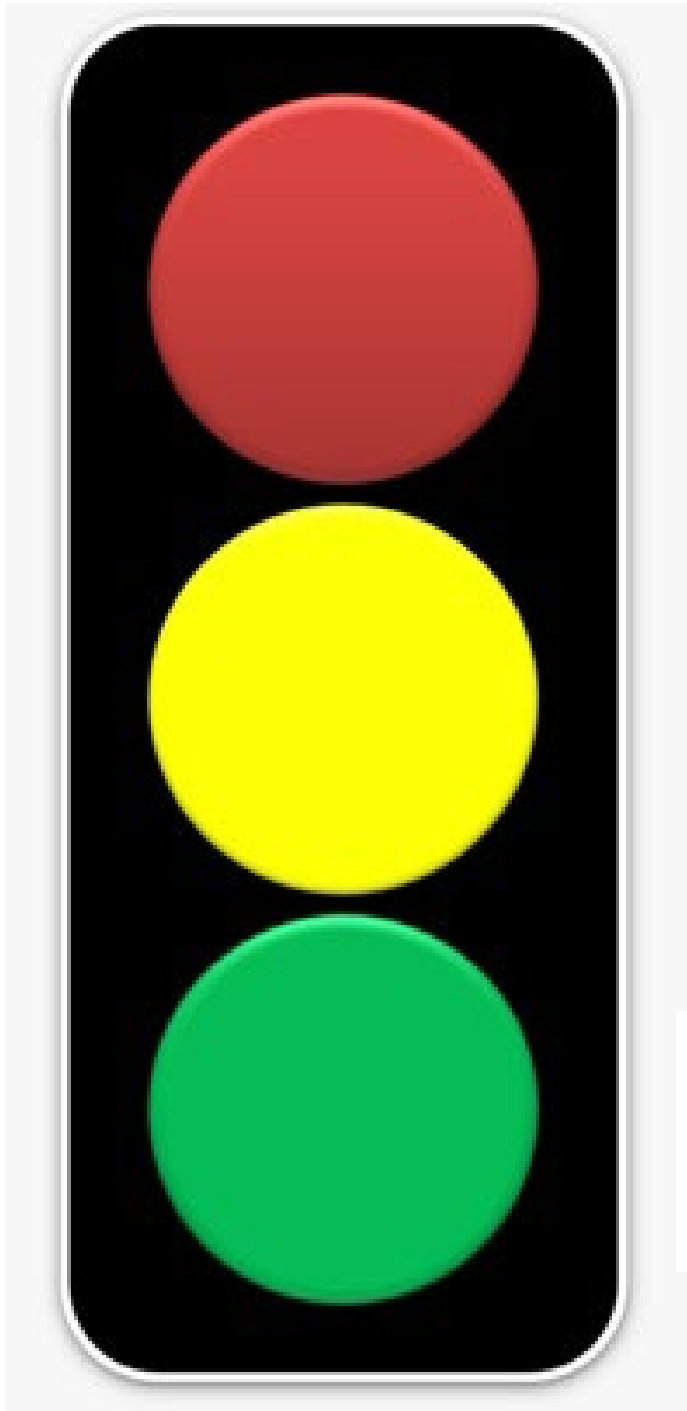
Deputy Principal Name

Deputy Principal Signature





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OFF and AWAY

ASK FIRST

**TEACHER
DIRECTED**

Acceptable and Responsible Use