



Lithgow High School

Promoting Excellence In A Caring Educational Environment

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Student Use of Digital Devices including Mobile Phone Policy and Procedure

Purpose

This procedure guides student use of digital devices including mobile phones and online services at our school.

Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

Our School's Approach

This procedure provides a framework for the appropriate use of digital devices and online services by students in our school. The use of a digital device and online services includes a PC, laptop, tablet, mobile phone, wireless headphones, or smart watch. The appropriate use of digital devices is when it is embedded as part of the learning plan eg: reading an ebook, working on school specific online programs in class, researching material for a class topic or seeking definitions.

Inappropriate use is when a device is used but not required for learning. Failing to follow the directions of staff, sending text messages or making phone calls, using social media, disrupting the class with music or video, using the recording function without permission, accessing a site other than the ones indicated by a teacher and accessing offensive material.

Some students will bring digital devices to school for use in class. Students who bring a mobile phone to school will be provided with a mobile phone Yondr pouch to safely store the mobile phone during the school day. Students will be able to keep their mobile phone stored on their person locked within their pouch. Students are to turn mobile phones to aeroplane mode or off during the day while inside the pouch. Students will place their mobile phone in the pouch upon entry to school each morning. Students will be able to unlock their pouch when exiting the school at the conclusion of the school day.

The digital device policy is also applicable to school sport. Students will not be able to unlock their mobile phone until the conclusion of school sport. Students will, however, be able to take their mobile phones and use them when they are attending school excursions or carnivals. The school discipline policy will be applied for any misuse of digital devices during these activities.

Pre-approved Learning Activities

There may be times when digital devices including mobile phones may be used at the discretion of the classroom teacher for a pre-approved learning activity. In this instance the teacher will apply and arrange for this through internal school process. Students will be able to access and use their digital device including mobile phone, then relock their device after the activity has concluded.

Special Circumstances

Special Circumstances to any part of this procedure may apply for some students, where a mobile phone is required as a medical emergency device. Parents and carers can request for special circumstances consideration and these will be considered on a case-by-case basis and granted at the principal's discretion. This may include access to the digital device including mobile phone at a particular time or as negotiated due to specific medical diagnosis.

Staff use of digital devices including mobile phones

Staff need to have their digital devices including mobile phones on them in case they require them in an emergency. Staff also require them for administrative purposes – such as roll marking. However, apart from these circumstances staff are expected to model appropriate digital device including mobile phone behaviour and only use their device where necessary.

Consequences for inappropriate use

School disciplinary processes will be followed for misuse of technology. For specific misuse of a mobile phone, staff will confiscate the mobile phone if the mobile phone is out of the allocated Yondr pouch during the school day. Any evidence of wilful damage to the Yondr pouch will result in confiscation of the mobile phone. The mobile phone will then be secured in a clearly labelled envelope within the school safe for collection by parents at the conclusion of the day. Repeated misuse will result in escalation of disciplinary processes for continued disobedience, which may include formal caution and then suspension.

1. Misuse of a digital device will result in confiscation of the device. This includes a mobile phone that is seen outside of the Yondr pouch during the school day, or wilful damage sighted to the Yondr pouch.
2. The teacher will contact an executive member to collect the device or mobile phone.
3. The teacher will record the incident in Sentral – irresponsible – failure to use technology appropriately.
4. The executive member will take the device or mobile phone in a labelled envelope to the front office where it will be secured in the school safe for the remainder of the school day awaiting parent pick up at the conclusion of the school day.
5. For repeated instances, the following will apply:
 - 2nd incident - a formal caution for misuse of technology
 - 3rd incident - may lead to a short suspension for continued disobedience
6. If a student refuses to hand over a device or mobile phone, an executive member will assist to follow up the incident and further disciplinary actions applied.
7. If a student continues to escalate and refuse to comply with executive instruction, this may result in a short suspension for continued disobedience.
8. Upon resolution of a suspension, a device or mobile phone agreement will be arranged with parents that may include device submission directly at the beginning of each school day for a period of time OR agreement that device is not to come to school for a period of time.

Any damage to a mobile phone pouch will result in a replacement pouch fee of \$20. The Mobile phone will not be permitted at school until replacement pouch has been purchased.

Contact between students and parents and carers during the school day

Should a student need to make a call during the school day, they must:

- approach the administration office and ask for permission to use the school's phone

During school hours, parents and carers are expected to only contact their children via the school office on (02) 6352 1422. Our friendly school office staff will assist parents and carers.

Responsibilities and obligations

For students

- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

For 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 issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the [2018 School Community Charter](#).
- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.

For the principal and teachers and non-teaching staff

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services.
- Model appropriate use of digital devices and online services in line with departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to appropriate use of digital devices and online services.

Communicating this procedure to the school community

Students will be informed about this procedure through school assemblies, the school website, and student email communication of the updated policy.

Parents and carers will be advised via the school newsletter and school website. This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaint process. If the issue cannot be resolved, please refer to the department's [guide for students/parents/ carers about making a complaint about our schools](#).

Review

The principal or delegated staff will review this procedure annually.

Use of Digital Device including Mobile Phone Policy

Parent Acknowledgment

Please sign and return to the front office by Wednesday 14th October 2020

I have read and understand the information about the appropriate use of digital devices including mobile phones at Lithgow High School. I understand that this form will be kept on file at the school and may be used to assist in the identification of a phone should the need arise.

I give permission for my child to carry a mobile phone to school in a Yonder pouch. I understand that my child is responsible for ensuring that the pouch is locked and that the phone is turned off, or in aeroplane mode upon entry of school at the beginning of the school day. The phone must remain locked in the pouch until the end of the school day. I also understand that wireless headphones and digital watches are not to be used at any time during the school day.

I understand that if the mobile phone is not in the Yondr pouch or if the pouch has been wilfully damaged, then it will be confiscated and I will be required to pick it up at the school office at the conclusion of the school day. I also understand that inappropriate use of wireless headphones and digital watches will result in them being confiscated and I will be required to pick them up at the conclusion of the school day.

In extreme circumstances, where I am unable to pick up the mobile phone or device that afternoon and my child urgently requires it, I can arrange for this to be returned to my child instead. This will only occur in negotiation with school senior executive, the Deputy Principal or Principal. However, I understand I will need to attend a follow up meeting and that my child will not be permitted to have their mobile phone or device at school until this meeting has occurred.

In a situation where I choose not to collect the mobile phone or device that afternoon and my child does not require it, I understand it will be kept in the school safe until I do pick it up. I understand that it is my child's responsibility to care for the Yondr pouch. Damage to the pouch, or its loss, will result in a replacement fee of \$20.

I understand that failure of my child to comply with the school policy will result in the school following disciplinary action, including the possibility of suspension for repeated disobedience.

Parent Name: _____

Parent Signature: _____

Date: _____

Student Name: _____

Mobile Phone Number: _____

Student Signature: _____

Date: _____