

Students use of Mobile Phones in Schools Management Plan

Rationale and Objectives

Hastings Secondary College 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. Hastings Secondary College 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. We aim to foster successful learners who are confident, creative individuals and active, informed citizens. This is achieved through sustained, continuous improvement and development of leadership potential, whilst embedding our core expectations of Safe, Respectful and Personal Best.

Hastings Secondary College has elected to use the following approach.

All mobile phones are required to be turned off and placed in a locked pouch for the full school day, including both break times. 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.

Exemptions

Hastings Secondary College 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 this plan. Students who require a Mobile Device for essential medical reasons will be invited to a meeting with the Principal and Head Teacher Wellbeing upon enrolment at Hastings Secondary College in order to 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. Students with current Support Plans can apply to the Head Teacher Wellbeing and Learning Support Team at any time for access to laptops and corded headphones as an adjustment if required. This process will be case by case and involve consultation with students and their parents/carers and will be reviewed each semester.

Contacting Students at the Campus

Hastings Secondary College understands there will always be emergencies when parents need to get in contact with students or vice versa during the school day. We try to keep this to a minimum, with the exception of emergencies, to avoid disturbing the students' learning. Parents and carers can make contact with the school through the school office 02 6583 1844 (Port Macquarie Campus) or 02 65836400 (Westport Campus) and students will also be able to contact parents or carers through the school office if urgent.

Operating Procedures

Mobile Phones and associated digital accessories are not to be used during school hours. At the beginning of the school year, every student will be assigned a personal Yondr Pouch, similar to being assigned a textbook. While the Yondr Pouch is considered College property, it is each student's responsibility to bring their pouch with them to school every day.

1. Students are required to use the unlocking stations located at the entrances to their campus each morning as they enter to unlock their pouch, turn their mobile digital device off and place it inside the pouch.
2. The device remains locked in the pouch throughout the day.
3. At the end of the day students leave their Campus via the exit gates and use the unlocking stations to unlock their pouches.

Please note: No unlocked device is permitted on campus grounds during school hours unless part of a specific learning experience at the direction of teaching staff. Student Yondr pouches should be closed and locked at all times except when adding or removing their mobile digital device at the beginning and end of the school day.

Breach of Operating Procedures

Below are a list of breaches of the policy. Each of these breaches will result in the student's phone and pouch being confiscated by Executive Staff.

1. Physical damage to the pouch in an attempt to circumvent its intended purpose. (eg: bent pin or stripped lock inside the pouch).
2. Forgetting or losing the pouch.
3. Using their phone and/or associated digital devices / earphones during school hours.

In the event of a Breach

1. The teacher will send the student with their mobile device to the Deputy Principal to have it placed in a Yondr pouch. The teacher will then generate a phone incident in Sentral.
2. The student will be handed a receipt from the Deputy Principal to say their mobile device has been handed in.
3. The Deputy Principal will review the Phone Incident in Sentral and;
 - a. Phone+pouch will be confiscated and parent/guardian will be notified immediately.
 - b. Student's parent/guardian will be invited to the school to pick up their child's phone and a Caution to suspend will be issued.
 - c. If damaged -a replacement pouch may be assigned. The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a \$10 fee to replace the damaged school property.
4. If a student refuses to take the mobile device to the Deputy Principal, teachers should send a separate student to a Head Teacher, Deputy Principal and finally Principal for assistance, if required. At the discretion of the Principal, this action will result in suspension for continued disobedience.

What happens to a mobile device handed to the Deputy Principal?

Mobile devices are considered the property of the student/parents/carers and are placed in a Yondr pouch in a secure section in the Deputy Principal's Office. Parents will be able to collect the phone at a negotiated time with their Campus.

New enrolments / Signing out

Once a student's enrolment is confirmed, they will be assigned a Yondr pouch on their first day. The

Yondr pouch will remain the property of the College, therefore, students signing out or transferring to another school will be asked to return their Yondr pouch.

Students arriving late or leaving school prior to the end of the school day

Students who arrive late to school will access the unlocking station at the front office, turn their mobile device off and place it in the Yondr pouch prior to signing in at the attendance window. Students who need to attend appointments or are signed out by parents/carers will be able to access an unlocking device at the front office as they leave the campus grounds.

Break Times

Mobile devices are to remain locked at all times when students are on the campus grounds. When a teacher sees a student's mobile digital device during break times or when moving between classes, the teacher will be expected to follow the procedures outlined on the previous page under 'When a mobile device is sighted by staff'.

Bus Travel

When leaving their Campus in the afternoon, students will be able to unlock their mobile device via the designated school exit points prior to catching their bus.

Excursions/ Camps

The use of digital devices whilst on excursion/ camp will be at the direction of the organising teacher of the camp. This decision will be dependent on time, venue, number and age of the students and will be clearly communicated to students and parents / carers.

Sport Afternoons

Mobile devices should remain locked in the pouches during sport time.

Academic Senior Centre (ASC)

No unlocked device is permitted in the ASC unless part of a specific learning experience at the direction of teaching staff. Online lessons may viewed or listened to through the use of corded earphones.

Damaged or lost pouches

Students who lose or damage their pouch are not to bring their mobile device to the campus until they have organised a replacement pouch. If a student's mobile digital device is sighted, the procedure outlined previously will be followed. Students are required to pay a fee of \$10 for the replacement of the damaged or lost pouch. The campus will keep reserve pouches.

Students who need their mobile device before or after school but have damaged or lost their pouch must hand the mobile digital device to the Deputy Principal each morning, where it will be kept in a secure location according to the procedures outlined previously.

Teaching using BYOD

Hastings Secondary College does recognise that Mobile Devices are a learning tool. Teachers who need students to use their mobile devices for a specific teaching activity during class time, can access or collect an unlocking station from the front office. The teacher must ensure that mobile devices are only out of their pouches for the duration of the activity. The unlocking station must be returned to the front office at the end of the lesson.

Yondr Inspections

At various times during the year, all students' Yondr pouches will be inspected to ensure they are still fully functional. It is the student/parent/carers' responsibility to replace the pouch if it is damaged at a cost of \$10 per pouch.