



Mobile phone & non-approved BYOD devices procedures

Introduction

Mobile phones are now banned in all NSW public schools.

Updates to the Department of Education's **Student Use of Mobile Phones in Schools**

<https://education.nsw.gov.au/policy-library/policies/pd-2023-0480> state:

1.1 Students are not allowed to use mobile phones at school, including during recess and lunch.

1.2 Principals will manage individual requests from parents and/or carers, and students, for any exemptions to the policy.

1.3 Principals may allow students to use mobile phones in specific circumstances, such as for an educational purpose, to achieve student health and wellbeing outcomes, or as part of reasonable adjustment to enable students with specific needs to participate in education on the same basis as other students.

Mobile phones: Woolgoolga High School has adopted a system which utilises a pouch that is locked with a magnetic device to ensure mobile phones are not used on school grounds during the day.

Non-approved BYOD devices: All electronic devices that are not BYOD approved laptops are also banned from school. For more information on approved BYOD devices please refer to the [Network Use Procedure & Network User Contract Including BYOD](#). This non-approved BYOD ban includes: wired and wireless earphones/headphones and smartwatches. When sighted these devices will be treated in the same manner as other banned electronic devices.

Please note that bullying and harassment issues involving phones or other digital devices are addressed in our [Anti-bullying Procedures](#) and the [Network Use Procedure & Network User Contract Including BYOD](#).

New students / leaving students

Once a student's enrolment is confirmed they will be assigned a phone pouch as required through the Administration Office.

Students who leave Woolgoolga High School before completing the HSC are required to return their phone pouch at the time of signing out.

Normal operating procedures

Students are expected to use the unlocking stations each morning as they enter the school grounds to unlock their pouch, turn their devices off and place them inside. The pouch must remain locked throughout the day. At the end of the day, students should proceed to the unlocking stations to unlock their pouches.

Unlocking stations will only be available until 8:50 am each morning. They will be secured until 3:10pm, when they will again be made available.

No un-pouched device is permitted on school grounds once a student is on site. Student phone pouches should be closed and locked at all times except when adding or removing their devices at the beginning and end of the school day.

The front office will also have its own unlocking station that can be used for late arrival/early departure. Unlocking should be done by staff.

Recess / lunch / breaks

Electronic devices are to remain locked in phone pouches on school grounds at all times.



Early leavers

Students who leave school early will be able to unlock their devices at the staff supervised unlocking station, located at the Front Office.

Teacher behaviour

Teachers are in the best placed position to model device free behaviour to students. Teachers may choose to participate in the program and have their devices in phone pouches when working with students. If a staff member must access an electronic device, eg. A PDHPE teacher marking their roll in the field, that staff member should explain why they are using the device.

Excursions

Phones are an important safety device. Phones should not be locked in pouches where students will be off site for a substantial time or unlikely to return to school at the end of the activity. This process will be at the discretion of the staff member supervising each excursion.

Weekly sport

Students will return to school and unlock their pouch at 3.10 pm once dismissed for the day. In the event that a student will be leaving directly from their off-site sport, they will go through the usual 'early leavers' process at the front office. When their sign out slip is issued their phone pouch maybe unlocked, however, the phone should remain off and away until they are dismissed from the venue.

When a device is sighted by staff

When a student chooses to disobey this behaviour expectation and are witnessed by a teacher using a mobile digital device during school hours, the following consequences will be enacted: The teacher must ask for the phone to be surrendered immediately. It IS NOT an option for the student to keep the phone in their possession. The teacher will generate a phone incident in Sentral.

Consequences:

- **On the first occasion:** A negative phone incident Sentral entry will be recorded. The phone will be passed onto the Front Office ASAP. A text message will be sent home to inform parents.
- **On the second occasion within the same term as the first occasion:** A negative phone incident Sentral entry will be recorded. The phone will be passed onto the Front Office ASAP. The student will be issued with a formal caution to suspend which will be in place for 50 days. A phone call home will accompany this.
- **On the third occasion if within the 50 school days of the formal caution:** A negative phone incident Sentral entry will be recorded. The phone will be passed onto the Front Office ASAP. The student will be issued with a suspension.

What happens to confiscated devices?

Parents and guardians will be contacted and asked for advice on how, when and to whom to release the property. Devices may not be released to students. Deputy Principals will use their discretion if a parent/carer is not able to collect a device. Where contact cannot be made with the parent or guardian the device will be released to the student no earlier than 3:10 pm or at a pre-organised sign out time, as determined by a Senior Executive staff member.

Damaged or lost pouches

Students who have lost or damaged their pouch are not to bring their device to school until they have organised a replacement pouch. If a student's device is seen, staff will follow the procedure outlined above.

Students are required to pay a nominal fee of \$10 for the replacement of the damaged or lost pouch. The school will keep a minimum float of fifty reserve pouches.

**Evacuation / emergency**

Additional unlocking stations kept in the front office will be taken to the assembly point in the event of an evacuation. Students will only be allowed to unlock their devices during a genuine evacuation. Students must be sitting A-Z in roll lines with their attendance checked before devices are unlocked. Unlocking will be undertaken by staff and only while students remain seated.

Medical use

In special circumstances, a student may be required by a physician to have an electronic device available so that they can self-monitor a condition, e.g. diabetes. Where alternatives are not available, specific medical usage may be facilitated at school. Such need will be determined on a case-by-case basis and will form a part of that student's Health Care Plan (HCP).

Phone inspections

At points during the year all students' phone pouches will be inspected to ensure they are still functional. Students will be given a week's notice prior to the inspection date to prepare. A half price amnesty on pouches will be held three days before the inspection to help families meet the school's requirements. As the students enter the school grounds in the morning, students may be asked to present their phone pouches. Primary focus will be on function and obscene graffiti. Students' pouches that cannot be quickly unlocked and locked will be either surrendered and billed or replaced as determined by a nominated staff member.