



**MOBILE PHONE PROCEDURE**  
**HAY WAR MEMORIAL HIGH SCHOOL**  
**FROM TERM 4 2023**

Hay War Memorial High School acknowledges that students may need to be in possession of a mobile phone at school for reasons relating to their safety in travelling to and from school. However, when bringing a mobile phone to school, once students enter school grounds, they must ensure the mobile phone remains always switched off and in their bags.

**School Expectations**

It is strongly recommended that students do not bring mobile phones to school.

If a student wishes to bring a mobile phone (i.e. for contact with parents whilst travelling to and from school), then the phone must be switched off from the time the student enters onto school grounds until the student leaves the school grounds at the conclusion of the school day. During this time, the phone is not seen, used or heard. It is recommended that the mobile phone be kept in a discrete place within the student's school bag and that it should not be removed during the entire school day. This applies to all school activities whether on excursion, attending sport, carnivals, or other such events taking place during school hours. If any of these school activities are occurring outside of the school hours, overnight or over a number of days and nights, special information will be provided to students/parents/carers via the teacher organising the excursion around the rules of phone usage from students.

For any day out of town excursions, students will be required to place their phone in the lockable container prior to entering the bus/vehicle until the conclusion of the excursion. It will only be an overnight excursion where students will be allowed access to their phone for a 2-hour period as stated in the permission note. Refusal to follow staff instructions will result in the student not attending the excursion and/or the parent/carer collecting their child from the excursion.

If a student requires the use of a phone to contact a parent during the school day, the student will approach the front office. If deemed appropriate, the student will be allowed to use a school phone.

A parent/carer may seek an application for their child to have an exemption to allow their child to use a mobile phone for a medical condition. The parent/carer will need to contact the school to arrange a meeting with the principal. A medical certificate from their medical practitioner will be required outlining that need, plus the school will complete/add to the student's individual education plan prior to the principal endorsing the use of a mobile phone.

If an exemption is granted, the terms and conditions for mobile phone use will be stated in the students' plan. All teachers will be informed of the details of this exemption, via Sentral flags and the student plan.

In the case of a lockout or lockdown at the school, parents/carers will be notified via a phone call, Sentral parent portal, text message or email. Parents/carers can also contact the school via the front office using the school's contact information available on our website.

[Home - Hay War Memorial High School \(nsw.gov.au\)](http://www.nsw.gov.au)

The usual communication between teachers and parents regarding illness, property, messages, emergencies, or school issues remains via the front office on 69931408 or Sentral parent portal, text message or email.

### **Student Responsibilities**

Where students bring a mobile phone, the following guidelines apply:

The student/parent/carer must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk.

Students will ensure that while at school their mobile phone will be kept always switched off in their school bags. Zero tolerance towards this rule is aligned with the school values of respect, achieve and responsible.

Students will not be using their mobile phone for classwork. The school has access to a range of other digital devices that are more suitable and conducive to student learning.

The use of mobile phones to take photographs or videos while at school or engaged in school-related activities by students will not be allowed. The school has other digital devices staff will provide students if there is a sound reason for the photography. Students found to be using the mobile phone camera will be managed using the student behaviour management procedures.

Students will need to bring their physical EFTPOS/debit cards to school with them to enable cashless transactions at the canteen or front office. The alternative to cards is cash.

Students should inform their employers about the school's mobile phone procedures and advise that they only see messages or answer their mobile phone before or after school.

By keeping mobile phones switched off inside their school bags, students at Hay War Memorial High School will be prevented from incurring in any inappropriate misuse of this technology (including threatening, bullying, intimidating, or otherwise harassing other people through any written message, photographic, video or other data transfer system available on the device). Such illegal activities may incur an immediate disciplinary action including suspension.

The inappropriate use of mobile phones at school will be dealt with a consequential set of procedures which will require students to hand in their mobile phone. Non-compliance with this set of procedures may incur disciplinary action including suspension.

Students who have their mobile phone out or use one will receive the following consequences:

**MOBILE PHONE PROCEDURES**

Students at Hay War Memorial High School are expected to engage in responsible use of mobile phones. It is expected that all students show respect by attending school with mobile phones 'off and away' and are ready to achieve their personal best. 'Mobile phone' means the actual phone .

Category	Consequences
GENERAL WARNING	Whole class reminder at the start of the lesson
MOBILE PHONE OUT 1ST INSTANCE	<ul style="list-style-type: none"><li>Collected by the teacher</li><li>Taken to &amp; stored in the secured mobile phone locker &amp; returned at the end of the day from the Deputy Principal's Office</li><li><b>Step 1</b> placement for refusal by the Year Head Teacher</li></ul>
MOBILE PHONE OUT 2ND INSTANCE	<ul style="list-style-type: none"><li>Collected by the teacher</li><li>Taken to &amp; stored in the secured mobile phone locker &amp; returned at the end of the day from the Deputy Principal's Office</li><li><b>Formal caution of suspension</b> for continuing refusal.</li><li><b>Step 2</b> placement</li></ul>
MOBILE PHONE OUT 3RD INSTANCE	<ul style="list-style-type: none"><li>Collected by the teacher</li><li>Taken to &amp; stored in the secured mobile phone locker &amp; returned at the end of the day from the Deputy Principal's Office</li><li><b>Step 3 suspension</b></li></ul>

*This document only covers personal mobile phones. A mobile phone is the actual mobile phone. Erasures, alterations and additions to this procedure may occur and they will be published and dated.*

8<sup>th</sup> October 2023