



Hay War Memorial High School

"For so much, what shall we repay?"

MOBILE PHONE PROCEDURES

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 bag.

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

School Expectations

If a student wishes to bring a mobile phone (e.g. 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, including excursions, 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. Staff supervising excursions and extracurricular activities will have a mobile phone for emergency communication, so no student will be required to have their own phone on camps or excursions.

For any single day 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. On overnight excursions students may be allowed access to their phone for a 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.

Bus students are permitted to use mobile phones in the bus shelter area after lessons finish, while waiting for their bus. Misuse of phones during this time may result in withdrawal of this permission for individual students.

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.

Messages for students may be sent by SMS, on the understanding that they will not be received until after the end of the school day, so the student can read the message when

they turn on their phone at the end of the school day. If emergencies occur, parents or carers can reach their child by calling the school's office on (02) 6993 1408.

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. The student can only use the mobile device for the purpose for which the exemption was granted. 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 haywarmem-h.schools.nsw.gov.au

Communication between teachers and parents regarding illness, property, messages, emergencies, or school issues remains via the front office on (02) 6993 1408 or Sentral parent portal, text message or email.

Student Responsibilities

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

- The student/parent/carer takes 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, including recess and lunchtimes. Zero tolerance towards this rule is aligned with the school values of respect, achieve and responsible.
- The use of mobile phones to take photographs or videos while at school or engaged in school-related activities by students is prohibited. The school has other digital devices staff will provide students if there is a sound reason for the photography. Students found to be using a mobile phone camera will be managed using the student behaviour management procedures.

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.

Students will need to bring 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 are to 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 inappropriate misuse of this

technology (including threatening, bullying, intimidation, or other harassment through any written message, photographic, video or other data transfer system available on the device). Such activities are illegal and may incur 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:

General Warning	Publication of Mobile Phone Procedure Whole class reminders via Year Meetings, Assemblies and Newsletters	
1st instance	Collected by the teacher Taken to and stored safely in mobile phone locker Entry made on Sentral – misuse of mobile phone	Collected by student at the end of the day
2nd instance	Collected by the teacher Taken to and stored safely in mobile phone locker Entry made on Sentral– misuse of mobile phone	Collected by parent/carer at the end of the day
3rd instance	Collected by the teacher Taken to and stored safely in mobile phone locker Entry made on Sentral– misuse of mobile phone	Collected by parent/carer at the end of the day Permission to bring phone to school revoked for a period to be determined by the Principal Formal caution or suspension* for continued refusal
Refusal to hand phone to teacher when directed	Parent contacted to come to school and take phone from student Negative behaviour of concern entry made on Sentral	Permission to bring phone to school revoked Formal caution or suspension* for continued refusal

*If a student has had a formal caution within the past 50 days, a suspension may be implemented

If a student allows another student to use their mobile phone during school time, the above procedures will be followed. If a student uses another student’s phone without their permission, it will be considered stealing, and dealt with according to the normal procedures for theft of another person’s property.

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.

Staff Responsibilities

Instruct any student with a mobile phone to hand it to a staff member immediately, unless it is being used in accordance with a documented exception.

Take care of any confiscated device and ensure it is taken directly to the office (with the owner's name) for collection by the student/parent.

Model appropriate use of mobile phones at all times and limit use of personal mobile phones to work related matters only or use during personal break times.

Expectations of Parents/Carers

Communicate to students the importance of this policy and support your child to comply with these expectations.

If any parent or student is not comfortable with leaving the student's phone in their bag, it may be left in the school secure storage, or keep it at home, or make secure off-site arrangements for drop off and pickup before and after school.

Contact the school office if a message needs to be communicated to any student. SMS messages can be sent directly to the student, on the understanding that they will not be received until after the end of the school day, when the student retrieves their phone from their locker and turns it on.

Collect the student's device from the front office if it has been confiscated twice or more.

If permission to bring a phone to school has been revoked, keep it at home, or make secure off-site arrangements for drop off and pickup before and after school



Help for non-English speakers

If you need help to understand the information in this policy please contact the Administration Office.

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