

BRISBANE WATER SECONDARY COLLEGE

WOY WOY



CAMPUS

USE OF MOBILE PHONES IN SCHOOL MANAGEMENT PLAN

STRENGTH THROUGH UNITY



RATIONALE AND OBJECTIVES

Brisbane Water Secondary College Woy Woy Campus (the school) supports the restrictions of mobile phones in accordance with the NSW Department of Education [Student Use of Mobile Phones in Schools policy](#).

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.

The school 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 to 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.

ABOUT THE MANAGEMENT PLAN

The *Use of Mobile Phones in School Management Plan* (the management plan) establishes the implementation approach and practices consistent with the department's Student Use of Mobile Phone in Schools policy. It may be revised to ensure the department's policy remains effectively implemented.

This management plan should be read in conjunction with other relevant school documentation, including:

- DoE, [Student Use of Mobile Phones in Schools policy](#).
- BWSC Woy Woy, BYOD
- BWSC Woy Woy, Student Behaviour – Care continuum
- BWSC Woy Woy, Disciplinary Policy

CONSULTATION & COMMUNICATION

This management plan is developed in consultation with school staff, students, parents/ carers, including determining where mobile phones are to be kept while on school premises.

All staff, including new and casual staff, will be made aware of NSW Department of Education: [Student Use of Mobile Phones in Schools policy](#) and this management plan through the school induction process.



PROCEDURES

Use of phones and other devices at school

It is not obligatory for students to bring a mobile phone to school or other personal electronic devices.

Mobile phones can be used before or after school, but not at school. This means the policy applies once the students enter the school at the gates.

Students are not allowed to use mobile phones **at school**, including recess and lunch. This also applies to school excursions or other related school activities held off school grounds (see exemptions).

Phones that are brought to school must be **switched off and left in school bags**. Other electronic devices that connect to phones, such as earphones, must also be left in school bags otherwise teachers will assume a mobile phone is in use.

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.

Contacting Students

The school understands there will always be emergencies when parents need to get in contact with students or vice versa during the school day. Parents and carers can make contact with the school through the administration office by ph. 4341 1600 and students will also be able to contact parents or carers through the school office if urgent. We try to keep this to a minimum, with the exception of emergencies, to avoid disturbing the students' learning.

Students will be allowed to call their parents/ carer for urgent situations. If a student needs to urgently call home, they must advise their teacher, who will work with the front office, to contact a parent/carer if required.

Modelling Appropriate use of Mobile Phones at School

To support parents/ carers and students, Principals, Teachers, and school administration support must model appropriate use of mobile phones.

Unless it is for educational purposes, or situations where expedited assistance is required, or other work-related purposes - Principals, teachers and school administration support staff should not use mobile phones whilst on duty. For example: supervising recess/ lunch, teaching classes, bus duty, excursions, other school activities off school grounds. It is not a requirement to have phones off, but preference is to have them out-of-sight, such as in a bag or pocket. This excludes breaks or non-teaching periods.



EXEMPTIONS

Student Exemptions

The school understands there may be students who have medical, wellbeing or learning needs and may require reasonable adjustments to enable students with specific needs to participate in education on the same basis as other students. The Principal will assess and approve exemptions in these circumstances, and may place conditions on the exemption. If the conditions of the exemption are breached, then the student is subject to the school's behavioural and/or disciplinary policies.

An exemption can be requested by the student (if over 17 years old) or a parent/ carer by submitting an *Exemption To Use A Mobile Phone At School* form. At the discretion of the Principal, the application may need to be supported by a medical certificate and/ or other supporting information from the school's Wellbeing Head Teacher or other subject matter experts in the assessment process. If a medical certificate is required, then the Medical Practitioner must be given the *Letter to Medical Practitioner about the Use of Mobile Phones at School* to be signed by him/her. It is the parent/ carer or student's responsibility to provide the letter and ensure it is signed by the Medical Practitioner. A medical certificate is valid as indicated. If no timeframe is given by the medical practitioner, then the school may request another medical certificate if they believe circumstances may have changed, but not less than 6 months after the medical certificate date. The applicant will be informed of the outcome of the exemption request and the determination will be recorded in Sentral. Any exemptions and conditions will be included in student individual educational plans.

Other Exemptions

Educational Purposes - At the discretion of the class teacher, mobile phones can be used for educational purposes in class only. In these situations, the teacher will need to monitor the use of the phones by the students, to ensure that they are used for the designated purpose, and once the lesson/activity is completed, ensure that students comply with managing their phone in line this management plan.

School Excursions or Activities off-site – By default, mobile phones must not be used as detailed in this management plan. Exemptions may be made for certain school excursions and activities, and approved as described below:

School Excursion/ Activity affects.....	Responsible Position Approving Use
One class or faculty	Head Teacher of that faculty
Two or more faculties	Head Teachers of all relevant faculties
All of Year 10, 11, or 12	Deputy Principal of the Year group
Whole school events	Principal

Information on the use of mobile phones will be included in the excursion information and permission form.

School Students visiting the school - Exemptions may be made for students visiting the school. If this is the case, information will be provided to staff members on or before the day of the visit. Otherwise, it is expected all students visiting the school comply with the school's mobile devices management plan and this should be coordinated in advance with the visiting school's organising teacher.



INAPPROPRIATE USE OF MOBILE PHONES

The school's behaviour and discipline policies/ procedures may apply to students found using their mobile phones at school. If a phone is seen, heard or other electronic devices seen that are typically connected to mobile phones for their use (for example earphones) then a mobile phone is determined to be in use.

The school will apply the following process for students breaching the department's policy:

MANAGING THE USE OF A MOBILE PHONE

Application for an offence

Action:

- Student takes the phone to the front office.
- Student returns to the teacher with verification the phone was confiscated.
- Teacher records incident in Sentral.
- Student can collect their phone at the end of the school day.

No disciplinary action required if student complies with action.

DISCIPLINARY CAUTION

Application for repeated or continuous offences

Action:

- Student takes the phone to the front office.
- Student returns to the teacher verification the phone was confiscated.
- Teacher records incident in Sentral.
- DP communicates to parent/ carer outlining the repeated offence and that further issues related to phone use will result in a *formal caution of suspension*.
- Phone will be released to parent/ carer OR to the student with parent's permission.

DISCIPLINARY ACTION

Application: Failure to Comply

Action:

- Student takes the phone to the front office.
- Student returns to the teacher verification the phone was confiscated.
- Teacher records incident in Sentral.
- DP communicates to parent/ carer outlining the failure to comply.
- Student issued with a *formal caution of suspension*.
- Phone will be released to parent/ carer OR to the student with parent's permission.

Consequence:

- For 2 weeks - student must keep their phone in a lockable pouch (opened and closed at front office) stored in their school bag.
- Student monitored by DP.

Confiscated mobile phones will be turned off and kept secured. This process does not apply to inappropriate use of phones at school by student visitors. In these circumstances, the visiting school's organiser will be notified of any issues for them to rectify in accordance with their processes, or other.



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PROMOTING POSITIVE OUTCOMES

The school understands students, in general, may have difficulties limiting their mobile phone use and the department's policy may exacerbate this. We provide student support services to all students that may be suffering from excessive mobile phone use. Students and parents/carers can access this support anytime by contacting the school. Likewise, teachers or executive staff may refer students to support services if there is a concern for their wellbeing.

RAISING ISSUES

Parents/ carers are expected to support the department's Student Use of Mobile Phones in Schools policy and resolve their issues respectfully and collaboratively. Parents/ carers can raise concerns by contacting the school either by phone or email.

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