

Mobile Phone and Electronic Device Policy



WINDSOR
HIGH SCHOOL

Rationale and Objectives

Windsor High School supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students' 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. Windsor High 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 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.

All mobile phones and devices (such as handheld games, cameras, mp3 players, tablets, speakers, smart watches, fitness trackers and ear buds/headphones that connect to a device) will be switched off and stored in school bags for the full school day, including recess and lunch. This 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

Windsor High School understands there may be students who have a medical need which will require them to access a mobile phone during the school day. To request an exemption, parents or carers will need to provide supporting medical documentation from a doctor on a form provided. A decision will be made by the Principal and Learning Support Team as to whether an exemption is justified, and adjustments to any school-based practices and procedures will be made accordingly.

Contacting students

Windsor High School understands there will be emergencies when parents need to get in contact with students or vice versa during the school day. We try to keep this to emergency contact only, to avoid disturbing the students' learning. Parents and carers can make contact during the day through the school office via phone or email, and students will also be able to contact parents or carers through the school office if urgent.

Daily Process for Students

Upon entering the quad gate each day, students must turn their phones off and put them in their school bags, where they are to stay until leaving the quad gate after their final class for the day. Students are not to access their phone whilst on school grounds. Students will need to use cash or an EFTPOS card for canteen purchases. If students are attending a school excursion or in-school activity, mobile phones are to remain turned off and in student bags, except in an emergency (e.g. a student is separated from their group). After

3.10pm students may access their phones once they have left the quad gate and may use them in the bus bay after school if needed.

School Processes

School staff will not request students use their mobile phone or device for any reason during the school day (unless an exceptional emergency arises). If a student's phone or device is seen or heard at any time during the school day, the following processes will be followed:

1. **Teachers** will ask the student to hand them the device and will take it to the office as soon as possible following the lesson.
2. The **office staff** will inform parents via SMS that their child's device has been confiscated so they can organise collection from the office during school office hours (8.30am-3.30pm).
3. The phone will be locked in the office until a parent or carer comes to pick it up. The phone will not be returned to the student. If another adult is required to pick up the phone, an email must be sent from the parent or carer making the request. Identification will need to be shown upon collection.
4. The student will then need to hand the phone or device in at the school office each day following for two weeks.

If a student breaches the Mobile and Electronic Device Policy repeatedly:

5. Second breach: the above process will repeat, and a Formal Caution of suspension will be issued. Deputy Principal will contact parents.
6. Further breaches: student will be suspended for continuing persistent behaviour posing unacceptable risk to learning.

Students are discouraged from bringing phones to school. No responsibility for phones will be taken if they are confiscated.