

Liverpool Girls High School



Mobile Phone Policy and Procedures

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Purpose

This procedure guides student use of digital devices and online services at our school. Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services. This includes a consistent framework for the use of mobile phones in the school environment through the use of the locked mobile phone POUCH system for students.

Our School's Approach

Liverpool Girls High School does not consider mobile phones to be an appropriate digital learning device under the NSW Department of Education: **Student Use of Digital Devices and Online Services Policy**. This is due to their small screen size which has implications for optical health as well as their incompatibility to utilise a wide range of software required to access a wide range of learning activities and experiences. Students will have access to digital devices such as desktop computers, laptops and iPads for learning activities that require specific access to online and offline platforms. The implementation of this strategy is also aligned to the NSW Department of Education: **Students' Use of Mobile Phones in Schools Policy**.

Liverpool Girls High School utilises the phone POUCH system. All students enrolled at Liverpool Girls High School will be allocated a mobile phone POUCH free of charge. Students enrolling throughout the year will be allocated a pouch as part of their enrolment. If this pouch is **damaged or lost a replacement cost will be billed to parents/carers**. This procedure covers the continuation of the Pouch system throughout the school day from 8.45am to 3.10pm. This includes mobile phone access on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students.

Once allocated a pouch, students will be expected to have their phone secured in their pouch for the duration of the school day, except where exemptions apply as set out below. Students are not permitted to have wireless/wired earphones, headphones or smart watches that connect to their device via Bluetooth. If sighted, these will be managed by staff the same as an un-pouched device. Students with learning support needs e.g. sensory issues would have a documented Individual Learning Plan stating headphones may be required.

When entering the school, prior to the first roll call bell at 8:45am, students are expected to:

1. Unlock their pouch using one of the unlocking stations
2. Switch phones to airplane mode or TURN OFF completely
3. Place their phone in their pouch
4. Lock the pouch for the duration of the day and store it in the student's own bag.
5. Unlock pouches at one of the unlocking stations at the end of the day on leaving the school

At the beginning of roll call each day, teachers will check that students have their phones locked away securely. This will occur in the Quad and students who have declared they do not have a phone and/ or pouch.

Where there is a need to use a phone for a learning task, the teacher will have access to an unlocking station via their Head Teacher. At the conclusion of the learning activity, students are expected to return their phone to the pouch as set out above and have their pouch checked by the class teacher.

Students who need to leave school grounds early for any reason, including seniors on Wednesdays and Fridays, will need to unlock their pouch at the front office as they sign out. Where an excursion or off-site event occurs students will be expected to have their phones in the pouch, unless their teacher and permission note states otherwise.

Students will not have access to their phones during break times. This decision serves to encourage more positive interactions with students and staff in the playground as well as the classroom.

Responsibilities and obligations

Supporting students to use digital devices and online services in safe, responsible and respectful ways is a shared responsibility. Recommended inclusions are listed below.

For students

- Be safe, responsible and respectful users of digital devices and online services, and support their peers to be the same.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students.

For parents and carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the 2018 School Community Charter.

- Switch off or put their digital devices on silent when at official school functions, during meetings and when assisting in the classroom.
- Provide digital devices that meet school specifications where a school is participating in a bring your own device program and complete any related paperwork.

For the principal and teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services.
- Establishing agreed classroom expectations for using digital devices and online services, in line with this procedure and departmental policy.
- Identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device.
- Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
- Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Model appropriate use of digital devices and online services in line with departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
 - Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
 - Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
 - Following the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
 - If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to appropriate use of digital devices and online services.

For non-teaching staff, volunteers and contractors

- Be aware of the department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the principal, school executive or school staff they are working with.

Exemptions

No un-pouched device is permitted for students on school grounds during school hours unless it is part of a specific learning experience in the classroom and is documented in an individual learning or healthcare plan. Exceptions to the policy may be applied during school hours if certain conditions are met, specifically, *health and wellbeing-related exceptions* and where *mobile phones are required as per a teaching program*. Parents and carers can request an exemption and these will be considered on a case-by-case basis and granted at the principal/ delegate's discretion.