

Students' use of Mobile Phones in Schools Management Plan

Rationale and Objectives

Secondary College of Languages supports the restrictions of mobile phones in accordance with the NSW Department of Education 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. Secondary College of Languages 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.

Secondary College of Languages requires its students to ensure that all mobile phones will be 'off and away' for the full school day on Saturday, including recess. This will mean that students will have a responsibility to turn off their phone and store it safely in their bag for the course of the school day. 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.

Exemptions

Secondary College of Languages understands there may be students who have a medical, wellbeing or learning need which will require them to access a mobile phone as defined in this plan. The Campus Supervisor will meet with each student and their parents and carers in order to determine where an exemption will be applied for, on behalf of a student, as well as the adjustments to any school-based practices and procedures. Students who already have an exemption from their home school will need to supply this information to their Campus Supervisor.

Contacting students

Secondary College of Languages understands there will always be emergencies when parents need to get in contact with students or vice versa on Saturday. We try to keep this to a minimum, with the exception of emergencies, to avoid disturbing the students' learning. Parents and carers can make contact with the Campus through the school office (contact phone numbers can be found on our [College website](#)) and students will also be able to contact parents or carers through the school office if urgent.

Procedures for students to follow on Saturday

- When students arrive at school, mobile phones are to be switched off and placed in their bags.
- Mobile phones are not to be used in class or the playground at any time unless permitted by the teacher for educational purposes. Individual teachers and/or the Campus executive maintain the authority to determine whether these devices are permitted to be used in a classroom and under what circumstances.
- No student is permitted to text, use apps, make or receive phone calls during the school day. No charging of phones is permitted on school grounds.
- Use of phones or other devices during exams or formal assessment tasks will be considered malpractice and will be dealt with in accordance with the school assessment policy.
- Smart watches must be removed and placed in bags during assessment tasks.
- Earphones, ear pods and speakers must not be used at any time.

Failure to comply with the electronic devices procedures will result in the following actions:

- If a student has a device out in class without teacher permission, staff may warn the student once to put it away. Any further use of the device will result in the student being required to hand the device to the teacher.
- The teacher will give the confiscated device to the Assistant Supervisor.
- When the phone is confiscated and taken to the Assistant Supervisor, the student's name will be recorded in Millennium as a "mobile phone infringement."
- The first time the phone is confiscated, the student may collect it from the Assistant Supervisor on the same day at the end of the session.
- The second time the phone is confiscated, a parent or carer will be contacted about the mobile phone infringement and warned that they may be asked to collect the phone if it happens again.
- If a device is confiscated more than three times in a term, this will result in the student being required to surrender their electronic device to the Supervisor at the start of each Saturday and collect it at the end of the session, for five consecutive Saturdays.
- This will be monitored by the Assistant Supervisor. The Assistant Supervisor will advise parents/carers of this requirement.
- If teacher instructions related to this procedure are not followed and persistently ignored the student non-compliance will be addressed according to the school behaviour code and a formal caution to suspend may be issued by the Supervisor.

Parent/carer contact

Parents and carers should contact the [Campus office](#) if they need to contact their child. They should not contact their child via their mobile phone during the school day.

Students feeling unwell should request teacher permission to go to sickbay and the office staff will contact a parent or carer if required.

Student/Parent Declaration

I acknowledge that I have read and understood the college's policy regarding the use of mobile phones on campus. I recognise the importance of maintaining a focused and supportive learning environment and acknowledge the potential impact of mobile phone use on my learning, wellbeing, and social interactions.

I understand that as a student at the Secondary College of Languages, my child is required to adhere to the school's policy, which mandates that I keep my mobile phone turned off and stored securely in my bag for the entire school day, including recess, on Saturdays.

By signing this declaration, my child will commit to:

- Turning off their mobile phone and storing it safely in their bag for the duration of the lesson.
- Recognising and minimising potential distractions caused by mobile phone use during school hours.
- Contributing to a positive and focused classroom environment that promotes learning and positive social interactions.
- Being mindful of the impact of their actions on fellow students' learning experiences and overall wellbeing.
- Reporting any instances of online bullying or negative digital interactions that they may come across, in alignment with the school's efforts to ensure a safe online environment.

I understand that failure to comply with this policy may result in appropriate disciplinary action, as outlined in the school's guidelines.

Student name: _____ Year and Language: _____

Student Signature: _____ Date: ____ / ____ / ____

Parent/carer name: _____

Parent/carer Signature: _____ Date: ____ / ____ / ____