



STUDENT MOBILE PHONE PROCEDURES

Purpose

Mitchell High 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

Mobile phones are not to be used during school hours. At the beginning of the school year, every student will be assigned a personal **Phone Locker Pouch with an ID Number**, similar to being assigned a textbook. This will be recorded through the school library. While the Phone Locker Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.

Process

As students enter the building for roll call, they will:

1. Turn their mobile phone off.
2. Place their mobile phone inside the pouch, place it on their desk for the roll call teacher to view the phone inside, close it securely.
3. Place the Phone Locker pouch into their school bag where it will remain all day.

Each student will maintain possession of their mobile phone inside their Phone Locker Pouch for the duration of the school day. Late students will complete this process at the Attendance Office as they sign in.

Exit: As students exit the school at the end of the school day, they will:

1. Unlock their pouch using an Unlocking Base at the school exits.
2. Remove their mobile phone from their pouch.
3. Close their empty pouch securely and place it in their school bag for the next day.

(Exception: excused early leavers whereby the student will unlock their pouch at the Front Office)

Violations

Below is a list of potential student violations. Each of these violations will result in the student's device/mobile phone and/or pouch being confiscated by school staff.

1. Physical damage to the pouch in an attempt to circumvent its intended purpose. (Examples: discoloration, pen marks, bent pin or stripped lock inside the pouch).
2. Forgetting or losing the pouch – student will need to bring mobile phone to the Deputy Principal's Office.
3. Using their mobile phone during school hours.
4. Other devices, such as laptops, tablets, headphones and smartwatches, pose similar challenges and opportunities. These devices can be linked to mobile phones and therefore the same policy applies to these actions.

Disciplinary Action if a Phone Locker Pouch is Damaged

1. Mobile phone and Pouch will be confiscated and parent/carer will be notified immediately.
2. Student's parent/carer must come to the school to pick up their child's mobile phone and a replacement pouch may be assigned.
3. Formal Caution to Suspend for damage to school property.
4. Deputy Principal will notify the library. The library will invoice student and parents via email and/or phone call for replacement Phone Locker Pouch.
5. The student will only be allowed to bring a mobile phone back to school if they or their parent/carer pay a \$20 fee to replace the damaged school property.

Contact Between Students and Parent/Carer(s) During the School Day

Should a student need to make a phone call during the school day, they must:

- approach the Front Office and ask for permission to use the school's phone; or
- ask SASS staff for permission to unlock their mobile phone, make a phone call and then lock the Phone Locker Pouch again. Storing the mobile phone again must be supervised by SASS staff.

During school hours, parents/ carers are expected to only contact their children via the school front office. A message will then be sent to the student.

Responsibilities and Obligations

For students

- Be safe, responsible and respectful users of mobile phones 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/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 School Community Charter.
- Switch off or put their digital devices on silent when at official school functions and during meetings.
- Provide digital devices that meet school specifications where a school is participating in a Bring Your Own Device program and complete any related paperwork consistent with the agreement.

Communicating this Procedure to the School Community

Recommended inclusions are listed below.

Students will be informed about this procedure through email, the School Website, and School Facebook page.

Parent/carer(s) will be advised via email and the School Facebook page. This procedure can be accessed electronically via the School's Website.