

MOBILE PHONE USE, PROCESSES AND PROCEDURES

Refer to: [UHS Mobile and Personal Devices/phone and Social Media Acceptable Use Policy](#)

Ulladulla High School believes that learning empowers all students with the opportunity to achieve to his or her potential. UHS is committed to inspiring students to achieve the highest standards of intellectual and personal development through a stimulating and engaging learning environment.

Within a caring and respectful environment, the school provides students with opportunities to learn, to make informed decisions and to accept challenges. We aim to ensure students are self-motivated, confident individuals, who will be valued members of our community and society.

By working together, students, staff and parents aspire to provide a safe and nurturing environment at Ulladulla High School. The UHS Mobile and Personal Device Policy clearly outlines appropriate use of devices.

Student Responsibilities in the classroom and the playground.

While we understand students may require a phone for a variety of reasons when travelling to and from school, **students must take full responsibility for these devices.** The school or staff will not be responsible for their loss, theft, or damage. Students who bring them to school do so at their own risk.

While at school, students should use mobile devices as instructed by staff. Mobile phones must be turned off or on silent and placed in their bags. Students should always keep their mobile phones in school bags while in class unless otherwise directed. (Page 3 of the policy).

Students must not use mobile phones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video, or other data transfer system available on the phone or for any illegal activity. Such activities may incur disciplinary action including suspension.

UHS will not tolerate inappropriate use of mobile phones under any circumstances. Students found to be using any device inappropriately will have consequences imposed under the student discipline system (page 2 of the Policy).

Inappropriate use of mobile phones or other electronic devices may result in: (Breach of Policy- Page 4)

Action for inappropriate use of mobile phones/personal devices.

The following process is to be put into place for students who fail to follow the abovementioned guidelines for appropriate mobile phone usage:

- All teachers should begin their lessons with a reminder about the mobile phone protocols.
- Students should be instructed to have their phones away (out of sight, turned on silent in bags), unless they are going to be used for educational purposes.
- Teachers must ensure that all incidents relating to mobile phones are recorded on Sentral.

If there is a pattern of continued misuse by a student, the Principal or delegate has the right to act. Depending on the circumstance action may include:

- Banned for individual students.
- Making arrangements with parents for phones to be left at home.
- Making arrangements which require the student 'check in' their mobile phone in the morning before school and collect it at the end of the school day.
- Applying student disciplinary provisions will be indicated on Sentral.
- Reporting the matter to Police.
- Phones may be immediately confiscated by the Principal/DP if they are used illegally, or if the breach is of a serious nature.

In the Classroom (This includes general classrooms, specialist classrooms, the school library, sport and PE classes, sporting venues away from school, industry visits, swimming/sports carnivals, camp activities and excursions).

STUDENT ACTION:	A student enters a class with a mobile phone on their person
TEACHER ACTION:	<p>Each lesson students should be instructed to have their phones away (out of sight, turned on silent in bags) unless they are going to be used for educational purposes.</p> <ul style="list-style-type: none"> Teachers must ensure that all incidents relating to mobile phones are recorded on Sentral if there is a incident follow-up.
STUDENT ACTION:	Student uses phone under explicit teacher direction/instruction for educational purposes.
EXPECTATION:	<ul style="list-style-type: none"> Students must follow teacher instructions on use of phone for learning purposes and always comply with directions. Students are to abide by teacher directions relating to the use of phones in the classroom. Refer to above actions/consequences as per the discipline policy. Normal disciplinary consequences apply if failing to follow instructions.
STUDENT ACTION:	A mobile phone is used during class and fails to follow the teacher’s instructions
TEACHER ACTION	<ul style="list-style-type: none"> Redirect student to the school policy and reiterates that “All mobile phones need to be placed in school bags while in class”. If prolonged or repeated use occurs then follow classroom teacher discipline, which may include, detentions/playground duty pickup and/ or parent phone call.
STUDENT ACTION:	A student continually refuses to follow the instructions in regard to the use of mobile phones as per the school policy within the classroom
CONSEQUENCE:	<ul style="list-style-type: none"> The Teacher refers to the Head Teacher who places student on Level 2, detention and parental phone call. If the problem continues to escalate or the HT is unavailable, the student may be sent to the DP of that Year cohort.
STUDENT ACTION:	Student refuses to follow phone policy and there is inappropriate use of the phone even after Executive intervention
CONSEQUENCE:	<ul style="list-style-type: none"> As per the policy (Page 4) Senior executive will confiscate the phone and place in the school safe. Senior Executive (as per the policy) may place students on level 3 and will make parent contact with a plan to ban o “Check in’ their device before school and collect it after the end of the day.
STUDENT ACTION:	Student has a pattern of continued misuse of their mobile phone, including continual use in defiance of instructions. And DP intervention has already occurred

<p>CONSEQUENCE:</p>	<ul style="list-style-type: none"> • Referral to DP, if the student is already on Level 3 a suspension may result for continual disobedience. (As per Policy Page 4) <p>The following measures will be put in place.</p> <ul style="list-style-type: none"> • Banned for individual students. • Making arrangements with parents for phones to be left at home. • Making arrangements which require the student 'check in' their mobile phone in the morning before school and collect it at the end of the school day. • Applying student disciplinary provisions will be indicated on Sentral. • Reporting the matter to Police if inappropriate use continues. • Phones may be immediately confiscated by the Principal/DP if they are used illegally, a pattern of continual misuse or if the breach is of a serious nature. • Repeated refusals will be considered as continued disobedience and a suspension may result under the Student Discipline and Welfare policy issued by the DoE and school processes
<p>STUDENT ACTION:</p>	<p>Student uses phone inappropriately at school or on a school excursion (e.g., taking unauthorised, photographs, filming without consent, bullying and harassment, social media, explicit content)</p>
<p>CONSEQUENCE:</p>	<ul style="list-style-type: none"> • When referred to Deputy Principal, phones are confiscated. Media unit may be contacted and possible police involvement. Parents may be called to collect the phone or given to Police.

Classroom script for Mobile Phone/Device Policy for staff

Consistency by all staff is the key for the success of the policy and the implementation.

“Using your phone thoughtfully orientation week”

To ensure consistency implementing the mobile devices phone policy at UHS, the following guidelines are for staff to use each lesson in the ‘orientation’ week to enable education and support of the policy.

There will be education posters and communication outlining the policy and procedures of the policy in preparation for the “Using your phone thoughtfully week”.

Session 1: *Before students enter the room or before lesson commences, instruct students to turn mobile phones off or on to silent and put them in their bags.*

Teaching and Learning: Let students know that there will be enforced practices surrounding mobile phone use and will be in place as of next week. There is NO tolerance to inappropriate use. Be clear and give direct instructions. One **warning will be clearly given**. Students with mobile devices out in class will result in disciplinary consequences if after the verbal warning and the clear instruction continue to use their phone.

Session 2: *Before students enter the room or before lesson commences, instruct students to turn mobile phones off or on to silent and put them in their bags.*

Teaching and Learning: Discuss inappropriate phone use. Do you know what inappropriate phone use is? Students are to understand that taking photos, filming, and sharing personal information with others without their consent is unacceptable. For any images to be taken, consent must be sought. Mobile devices used to bully, harass, or intimidate others via messages, texts or any social media platform is unacceptable. During lesson time, using phones to listen to music, contact others, check emails etc is unacceptable unless instructed by teacher for learning purposes.

Session 3: *Before students enter the room or before lesson commences, instruct students to turn mobile phones off or on to silent and put them in their bags.*

Discuss the need for phone contact with parents/carers. What do you do if you need to contact parents/carers or they need to contact you? Parents should not contact students on Mobiles during lesson time. It is not acceptable to take a phone call during lesson time unless special consideration is given from a senior executive member. If essential, contact with parents must occur. The Front Office can pass messages from parents/carers to students on 44551799.

Session 4: *Before students enter the room or before lesson commences, instruct students to turn mobile phones off or on to silent and put them in their bags.*

Teaching and Learning: During all timetabled lessons phones must be in bags between these times. Teachers may direct students to access mobile devices for educational purposes during these times. All students must follow these directions and only use devices to assist with learning intentions during these times.

Advise students to explain our revised practices to their parents/carers. Year Advisors, HTs or the DPs are available to answer any questions.