



Mobile Devices Policy and Procedure

We recognise that possession of a mobile phone and/or smart devices by students at school can be of benefit to students and their parents and that this is also in line with the Department of Education's BYO Device Policy. However, the use of these devices at school can lead to problems such as:

- Harassment and bullying
- Distraction in class
- Cheating in exams or assignments
- Social division and conflict
- Security/Damage/Theft issues.

At James Busby High School we believe there is a need to carefully and respectfully monitor how students manage the use of their smart device/s in terms of appropriate social interaction, interpersonal skills and the values they adhere to during usage such as respect and safety. It is important that apps, games or social media do not distract students during school time. We want our students to engage with their education fully and to use these devices for **educational purposes only** during class time. It would be rare for a student to need to use a **mobile phone** in class, unless **directed and monitored** by the teacher.

Parents are asked to contact the school directly on 96077766 if there is an urgent need to speak with their child.

Guidelines:

James Busby High School has adopted the following guidelines in relation to mobile phones and smart devices:

- Parents are encouraged to use the normal channel of communicating with their son / daughter by phoning the school on **96077766** if they wish to make contact with their child.
- The school accepts **no responsibility** for replacing lost, stolen and/or damaged mobile phones or smart devices at school, at a school event, excursions, or whilst a student is travelling to and from school.
- **Smart devices** must only be used for educational purposes with permission of the teacher. As previously stated, **mobile phones** are rarely needed as an educational tool and must be out of sight and on silent or switched off during all lessons, assemblies, excursions and other school events unless a teacher has given permission.

- In accordance with NSW Education Standards Authority (NESA) policy, mobile phones and smart devices are **NOT TO BE TAKEN** into any room where an examination is being conducted.
- Students are **not permitted to access Social Media** from a mobile phone or smart device at any time whilst on the school premises or at a school event.
- The **camera, video and / or audio recording capabilities** of a mobile phone or smart device are not to be used at school or at a school event without the permission and supervision of a teacher.
- **Harassment or bullying** of fellow students via SMS text, voice messages or using social media platforms are in breach of the Department of Education's Discipline Code. Such behaviour will be dealt with in terms of the Discipline Policies and Procedures of the Department and school. Such harassment may also be referred to police for investigation.
- **All staff members** have the right to respectfully ask a student who is using their mobile phone or smart device to end their conversation or other activity and to confiscate the mobile phone or device.
- The confiscated phone or device will be returned to the student either at the end of the lesson or the end of the day. This will depend on the circumstances around the confiscation. **All phones will be kept secure by the teacher or front office staff.**
- If confiscated for the day, students can collect the phone or device at the end of the school day from the front office.
- Repeat offences will result in increasing consequences and in some cases, suspension for persistent disobedience.

Teachers will:

- Ask students to make sure their phones are on silent or turned off every lesson.
- Ask students to put their phones away. Phones must be out of sight each lesson.
- Ask students to remove ear buds and headphones during class time.
- Give students reasonable requests if they are in breach of these expectations by asking the student to put their phone away.
- Confiscate phones, if students are not compliant with reasonable requests to put them away. The phone will be returned at the end of the lesson.
- Keep phones safe if they have confiscated them.

Students who challenge the teacher's reasonable request may have their phone confiscated for the whole day. The teacher will take the phone to the front office where it will be securely stored and returned at the end of the day.

In some cases, where the behaviour is an ongoing repeated refusal to follow reasonable requests, a suspension may result.