



COLO HIGH SCHOOL

Mobile Phone Management Plan

Rationale and Objectives

Colo High School supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy ([Click here for DOE 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. Colo High School 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.

Colo High School has elected to use the following approach. All mobile phones will be '**off and away all day**' for the full school day, including transition between classes, recess and lunch. This will mean that students will have a responsibility to turn off their phone and store it safely in their school 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

Colo High School 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. Parents/Carers and students wishing to apply for an exemption will need to contact our Head Teacher Wellbeing via the school email address. These requests will be taken to our Learning and Support Team Meeting and supports will be implemented to ensure your child can have access to a device if there is no alternative option. This will be considered for medical purposes only and the request will need to be in writing to the school.

Contacting Students

Colo High School understands there will always be emergencies when parents need to get in contact with students or vice versa during the school day. 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 school through the school office on 4571 2011 and students will also be able to contact parents or carers through the school office if urgent.



Responsibilities & Expectations

<u>Students</u>	<ul style="list-style-type: none">• Students may not use mobile phones or earphones while on school grounds at any time. 'School grounds' extends to school excursions, sports carnivals, and other events at the school or off site where an approved school activity takes place, unless otherwise advised.• Mobile phones are to be 'off and away all day' from the time students enter school gates in the morning until they have left school grounds at the end of the day. This includes before school, transition between classes and at break times.• Students must switch their smart watch to 'aeroplane mode' for the duration of the school day and cannot use this device for communication purposes.• If a student does not follow the 'off and away all day' expectations, students will place their mobile phone or electronic device into the Phone Breach Envelope immediately if asked by a teacher or member of staff if instructed. The envelope and device will be stored securely in a safe.• Failure to follow these expectations, will incur more severe consequences, including Formal Caution to Suspend, or a Suspension for persistent failure to follow school procedures and the School's Behaviour Support and Management Plan.• Students must take full responsibility for any mobile phone or similar device brought to school. The school or staff will not be responsible for their loss, theft, or damage. Students who bring their devices to school, do so at their own risk.• <u>Purchasing at the canteen</u>: students will be required to use a card/cash to pay for purchases at the canteen. Phones are not permitted to be used.
<u>Parents</u>	<ul style="list-style-type: none">• Contact the school Front Office to pass on messages rather than contacting a student directly on their device (for acceptable reasons only, students will be permitted to use a phone in the front office to contact their parents/carers if absolutely necessary).• Understand that the school takes no responsibility for loss or damage to phones or personal electronic devices.• Work collaboratively with the school and help reinforce Colo High School's Mobile Phone Procedures with their child/ren.
<u>Staff</u>	<ul style="list-style-type: none">• Follow the school's Mobile Phone Procedures and expectations.• Encourage greater opportunities for social interaction and physical activity during recess and lunchtimes.• Consider avoiding the use of Mobile Phones in lessons unless absolutely necessary for educational purposes.



Colo High School Mobile Phone Procedures

<u>Class</u>	<ul style="list-style-type: none"> • If a student is seen with a phone or earphones, the teacher will take the device. The phone and or earphones will be returned at the end of the lesson. • If a student does not hand the phone over, it will be referred to a Head Teacher.
<u>Playground</u>	<ul style="list-style-type: none"> • If requested by a teacher or staff member, students will immediately place their mobile phone or earphones into the Phone Breach Envelope. The envelope will be delivered by the student to the Deputy Principal, who will enter the phone on the Daily Phone Register and securely store the device in an Admin safe. • It is the students responsibility to follow the expectations and take the phone to the office. • Teacher will document the student on Sentral and if they don't follow the expectations it will be followed up by the Head Teacher on playground duty or Deputy Principal.
<u>Head Teachers</u>	<ul style="list-style-type: none"> • If a student does not hand the phone over to a classroom teacher, it will be referred to a Head Teacher. • Head teacher will take the devices and place in a Phone Breach Envelope. The phone will be stored in the Faculty Safe and returned at the end of the school day. • This will be documented as a negative incident on Sentral. • If a student does not hand the phone over it will be referred to the Deputy Principal.
<u>Deputy Principal</u>	<ul style="list-style-type: none"> • If a student does not follow the above expectations, consequences will be issued for persistent misbehaviour and could include any of the below consequences.
<u>Persistent Misuse</u>	<p>Consequences will be applied according to the school's Behaviour Support and Management Plan. These include but, are not limited to:</p> <ul style="list-style-type: none"> - Confiscation of the device until the end of the day. - Confiscation of the device until such time as their parent or caregiver can attend school to collect the device. - Issuing of a Formal Caution to Suspend, or a Suspension, for persistent failure to follow the procedures of this policy and the School's Behaviour Support and Management Plan. - Withdrawal of a student privilege to bring their phone to school.