



## **Kanahooka High School - Mobile Phone (Personal Devices) Procedures 2023**

These procedures promote the learning, safety and wellbeing of students and the management of any risk of harm and distraction from the use of digital technology accessed via a mobile phone, smart watch, or other personal electronic device. Thank you to those who completed the 2023 survey, informing us about your wishes for the future of learning at KHS (Kanahooka High School). Based on consultation among students, staff and the school community, Kanahooka High School has made the decision to go **mobile phone free for students at the commencement of Term 4, 2023.**

### **The Procedures**

For the purposes of these procedures, 'mobile phones and other personal electronic devices' includes smart watches and all other electronic devices (including iPods and other branded tablets), as well as their associated listening accessories – such as, but not limited to, headphones, ear pods and ear buds. These procedures are outlined to manage student use of these devices at Kanahooka High School.

In NSW public schools secondary school principals, in consultation with their communities, have discretion to make decisions about restricting or permitting student use of digital devices and online services in all school-related settings, including at recess, lunch and during class. Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social, and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.

### **The aim of this policy is to provide:**

- a safe environment to learn without inappropriate mobile phone use or distractions.
- greater opportunities for social interaction and physical activity during recess and lunchtimes.

### **Rationale**

While mobile phones and other such devices have significant advantages for use in the broader community their use in schools is highly problematic. In schools, mobile phones are significant distractors to learning and contribute to a student's cognitive load. They can also pose a significant risk to the safety and wellbeing of students through unfiltered/unsupervised access to the internet and social networking platforms. The use of technology is important, but the risks and benefits need to be managed. A summary of research used to inform this policy can be found at the end of this document.

## 1. Use of mobile phones or other personal electronic devices

Students will have their device immediately confiscated and further disciplinary action will follow if:

- They are using their device in class (excluding laptops) or in the playground without permission.
- The device is used to bully, intimidate, or otherwise harass other people through any voice call, text message, photographic, video, or other data transfer system available on the device.
- Students use digital devices to disrupt the learning environment or interfere with the operation of the school.
- Students use devices to record images, video, or sound without permission.
- The device has been used to contravene the law.

## 2. Student Expectations

- 2.1 Students may not use mobile phones and other personal electronic devices 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.
- 2.2 Mobile phones are to be **'off and away all day'** from the time students enter school grounds in the morning until they have left school grounds at the end of the day. This includes before school and at break times.
- 2.3 Students must switch their smart watch to 'aeroplane mode' for the duration of the school day.
- 2.4 BYO or school issued laptops are NOT part of the ban, however, these devices are **not to be accessed before school or during break time in the playground.** Students who wish to use laptops at these times must do so in the library or a classroom under the supervision of a teacher. Teachers may also request or allow students to use listening accessories with their laptops as required for learning activities.
- 2.5 Students will place their mobile phone or electronic device into the **Phone Breach Envelope** (Appendix 3) immediately if asked by a teacher or member of staff if instructed. 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. Failure to follow the discipline code will incur more severe consequences, including Formal Caution to Suspend, or a Suspension, for persistent failure to follow school procedures and the Schools Behaviour and Discipline Procedures.
- 2.6 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.
- 2.7 **Purchasing at the canteen** -Students will be required to use a card/cash to pay for purchases at the canteen. Students and parents are encouraged to pre – order prior in the morning at the canteen between 7.30am – 8.30am. Phones are not to be used for purchases.

### 3. Exceptions/Accommodations

A small number of exceptions/exemptions will be made. These exemptions will only be available for:

- **managing a health condition**

Health related exemptions can be sought by parents/carers by contacting the principal and completing the Mobile Phone Exemption Application (Appendix 4). In the case of a health condition, a letter from a medical professional stating when and how the mobile phone is to be used will be required. The Deputy Principal will work alongside parents and complete the Phone Exemption Plan. For example, the Plan may outline a process by which students check their phones as required in consultation with the Deputy Principal. Families of students in which they require exemption will be referred to the Phone Exemption Flow Chart (Appendix 4).

**Note:** No Phones to be used for Canteen Purchases, including those who have exemption.

### 4. Parent or Caregiver expectations

In accordance with the procedures parents/carers will:

- 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 under the supervision of the Deputy Principal).
- 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 Kanahooka High School's Use of Mobile Phone (Personal Devices) Procedures with their child/ren.

### 5. Consequences

- If requested by a teacher or staff member, students will immediately place their mobile phone or electronic device into the **Phone Breach Envelope** (Appendix 3). 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.
- Consequences will be applied according to the school's Behaviour and Discipline policy. These include but, are not limited to:
  - 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 and Discipline Policy.
  - Withdrawal of a student privilege to bring their phone to school.

### It is appropriate to confiscate devices from students when:

- Students have failed to meet the school's expectations relating to appropriate use of mobile phones or other personal electronic devices.

- Have and use phones in contrary to this policy.
- It is necessary to examine the device as there are reasonable grounds to suspect inappropriate material may be on the device. Senior Executive will be involved in such incidents.
- In cases where students have bullied, threatened, or harassed other students or staff via a device or where the device has been used to film, take photographs, or display inappropriate material.

## 6. Discipline and Student Behaviour Management

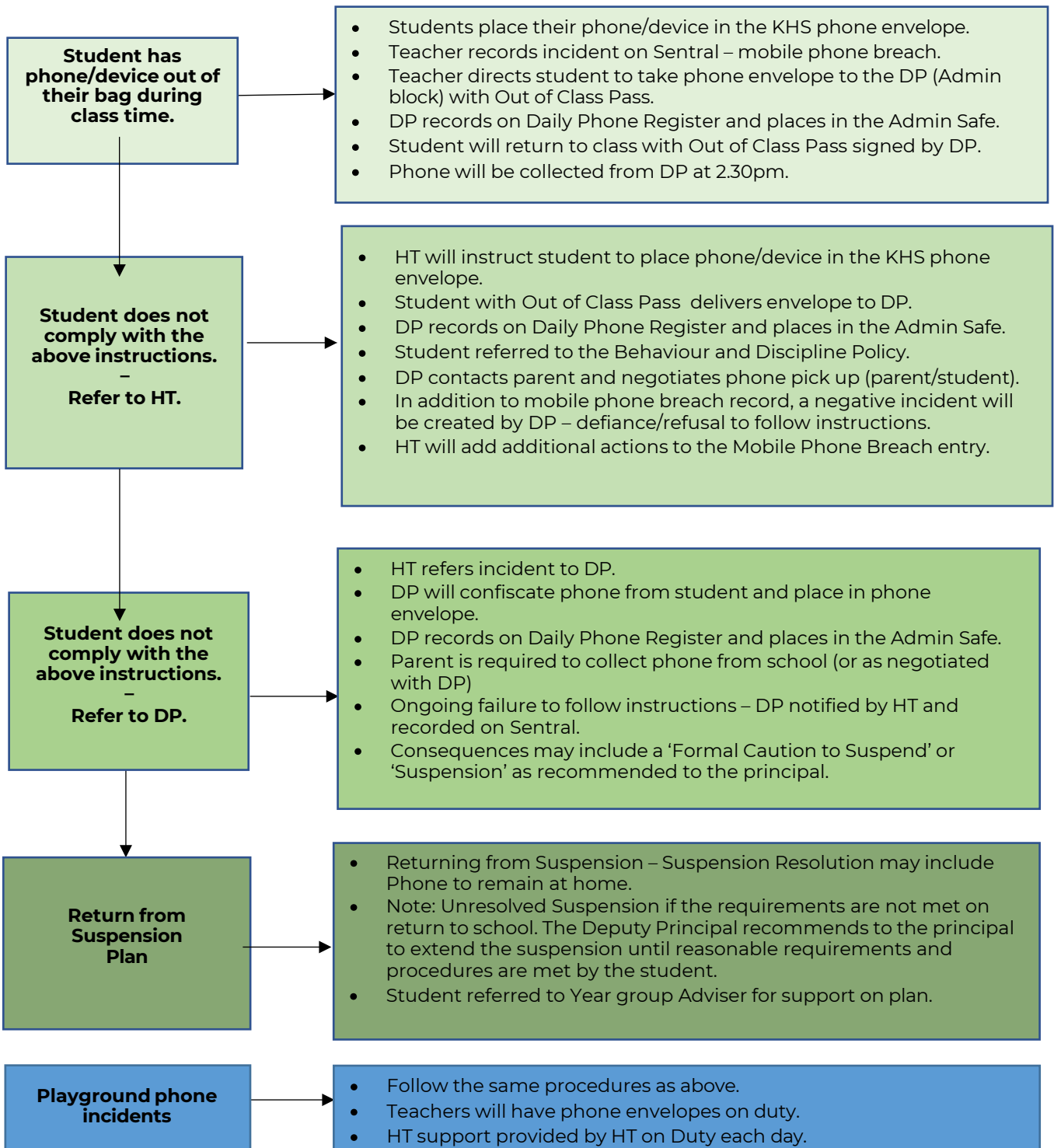
- 6.1 **In class**, any students with a phone/device out of their bag will be required to place the device in a KHS Phone envelope, clearly marked with the student's details and phone condition. The teacher will record on Sentral Phone Breach. The envelope will be delivered by the student to the Deputy Principal, who will enter the phone on the Daily Phone Register and securely store the device in an Admin safe. The student will be given a Deputy Principal pass marked with the time and will return to class. In the first instance, the phone will be returned to the student by a Deputy Principal at the end of the school day.
- 6.2 **In the playground** any student with a phone/device out of their bag will be instructed to place their phone in a KHS Phone Breach Envelope. The student will deliver the envelope to the Deputy Principal, who will enter the phone on the Daily Phone Register and securely store the device in an Admin safe. In the first instance, the phone will be returned to the student by a Deputy Principal at the end of the day. (Teacher records incident on Sentral – Mobile Phone Breach).
- 6.3 **Students who fail to cooperate with the above process** will be referred immediately to the Head Teacher faculty or Head Teacher on duty. 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, who records on the KHS Phone Register and places the device in an Admin safe. The Deputy Principal will contact the parent/carer and the student will be referred to the Behaviour and Discipline Procedures. The Deputy Principal will organise for collection of the device pick up with parent (Parent/Student by arrangement with DP). A mobile phone breach will be recorded on Sentral by the Teacher. In addition, due to the continued behaviour, a Negative Incident is created by the Deputy Principal (Continued Disobedience- failure to follow instructions) and the Phone Breach is referred by the teacher to Deputy – HT adds additional actions.
- 6.4 **Students who fail to follow Head Teacher instructions** will be referred immediately to the Deputy Principal. The Deputy Principal will confiscate the phone and contact the parent/carer to organise for collection of the device. Persistent failure to follow instructions and follow reasonable requests, will be referred to the Deputy Principal. Consequences may include Formal Caution to Suspend, or a Suspension for persistent failure to meet the procedures of this policy and the School's Behaviour and Discipline Policy.
- 6.5 **Students with multiple mobile phone breaches** or device misuse entries will be referred to the Deputy Principal and the Year Group Adviser. An improvement plan will be formulated, in partnership with parents/carers. This may include consequences, such as a Formal Caution to Suspend, or a Suspension for persistent failure to meet the procedures of this policy and the School's Behaviour and Discipline Policy.

### Evaluation

This policy will be reviewed, Week 8 Term 4, 2024 and in the first year of implementation and subsequent years on a 3-year cycle. The procedures will also be reviewed considering the NSW DoE Policy on Mobile phones when released for implementation.

## Appendix 1. Kanahooka High School – Mobile Phone Procedures

- **Students may not use mobile phones** and other personal electronic devices 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 grounds in the morning until they are in the designated bus line area or have left school grounds at 2.30pm. This includes before school and at break times.
- **‘Mobile phones and other personal electronic devices’** include smart watches (permitted on airplane mode) and all other electronic devices (including iPads and other branded tablets), as well as their associated listening accessories – such as, but not limited to, headphones, ear pods and ear buds. For further detailed information please refer to the KHS Mobile Phone policy.



## Appendix 2. Research - Mobile phone use in the classroom

There is extensive research emerging on the use of mobile phones by young people. Included below is an edited review of the available literature.

**How smart is it to allow students to use mobile phones at school?** Reports on a study of mobile phone bans in England. The bans led to:

- Improvements in student achievement
- An increase in test scores for students aged 16 by an amount equal to adding five extra days to the school year.

Lower-achieving students made the greatest improvements.

<https://theconversation.com/how-smart-is-it-to-allow-students-to-use-mobile-phones-at-school-40621>

**Mobile phones in the classroom: A helpful or harmful hindrance?** outlines recent research. Phones can be a distraction and their removal from the classroom can see an improvement in student performance. Students who did not use smartphones in a lecture wrote 62 per cent more information in their notes and recalled more information than peers who were using their phones.

<https://psychopaedia.org/learning-and-development/mobile-phones-in-the-classroom-a-helpful-or-harmful-hindrance/>

**'Schools need to react quickly': Education expert urges smartphone ban discusses smartphone use in schools.** According to Finnish expert Dr Sahlberg, smartphone distraction is one of the main reasons why Australia is sliding down Programme for International Student Assessment (PISA) rankings.

<https://www.smh.com.au/national/nsw/schools-need-to-react-quickly-education-expert-urges-smartphone-ban-20180525-p4z4zm4.html>

### Research – Cognition and smart phone use

Smartphones and Cognition: A Review of Research Exploring the Links between Mobile Technology Habits and Cognitive Functioning is a review of academic research on mobile phones. The review looked for evidence of effects of smartphone use on cognition. It reported that habitual smartphone use may have a negative and lasting impact on users' ability to:

- think
- remember
- pay attention
- regulate emotion.

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5403814/>

**The Mere Presence of Your Smartphone Reduces Brain Power,** Study Shows The research finds it does not matter whether a smartphone is on or off or lying face up or face down on a desk - having a smartphone within sight or within easy reach reduces a person's ability to focus and perform tasks, because part of their brain is actively working to not pick up or use the phone.

<https://news.utexas.edu/2017/06/26/the-mere-presence-of-your-smartphone-reduces-brain-power/>

**Research - Smartphones use by children and young people** and wellbeing. Increases in Depressive Symptoms, Suicide-Related Outcomes, and Suicide Rates Among U.S. Adolescents After 2010 and Links to Increased New Media Screen Time shows that, on average, teenagers are spending six hours per day:

- using the internet
- texting friends
- using social media.

The surveys explore the links between the use of smartphones, particularly social media, and increases in depression, anxiety, and reduced happiness.

<https://journals.sagepub.com/doi/full/10.1177/2167702617723376>

**Dopamine, Smartphones & You:** A battle for your time, a Harvard University blog discusses our desire to connect and seek validation through technologies and how this can lead to anxiety, poor sleep, and unsuccessful social interactions. The blog explains how mobile phone content can influence our 'dopamine pathways and lead to a battle for increasingly of the users' time.

<http://sitn.hms.harvard.edu/flash/2018/dopamine-smartphones-battle-time/>

**The Social Dilemma** is a Netflix documentary-drama hybrid that examines the many ways social media and social networking companies have manipulated human psychology to rewire the human brain and what it means for society in general. One of the most striking sections of the documentary is the one that touches on the vulnerability of teenagers who use platforms like Facebook, Snapchat, Instagram, and multiple others every single day and have been moulded by social media's influences. This section of the film is highlighted by statistics on depression, anxiety, and even suicide rates of teenagers that correlate with the rise of social media.

[https://www.youtube.com/watch?v=9y\\_KiBxKePI&feature=youtu.be](https://www.youtube.com/watch?v=9y_KiBxKePI&feature=youtu.be)

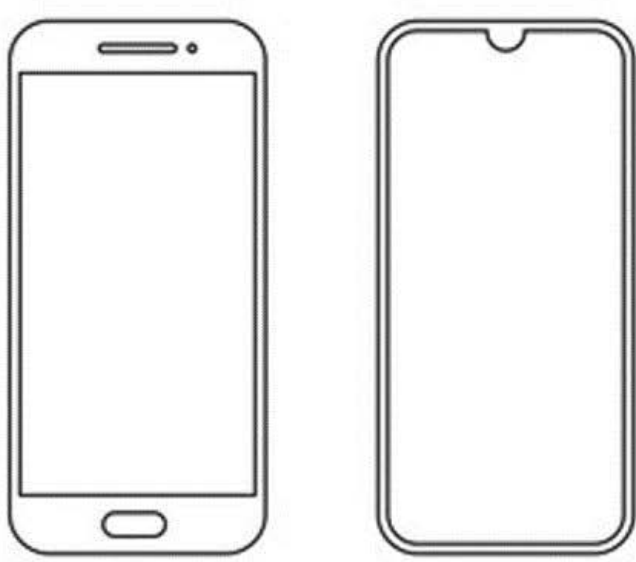
As always there is a contrary view so please also check out this short ABC (Australian Broadcasting Corporation) RN evaluation [https://youtu.be/9y\\_KiBxKePI](https://youtu.be/9y_KiBxKePI)

### Appendix 3. Mobile Phone Breach Envelope.

#### Mobile Phone Breach

Student Name	Year
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Teachers Name	Head Teachers Name
Deputy Principal	Lock Up: Date & Time

Device Condition
Indicate any damage to the phone, such as screen cracks

Final Checks <ul style="list-style-type: none"><li>• Device is turned off.</li><li>• All Personal items are removed from Device (Money, Cards etc)</li></ul>

Student Signature:	Deputy Signature:
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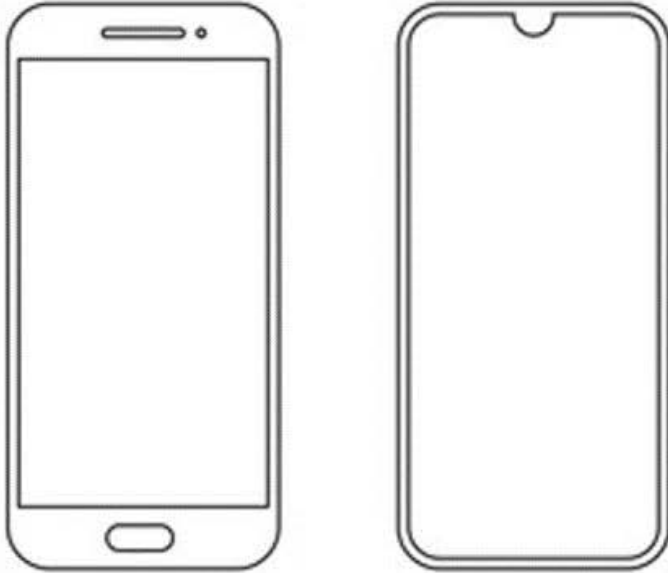


### Appendix 3. Device Breach Envelope.

#### Device Breach

Student Name	Year
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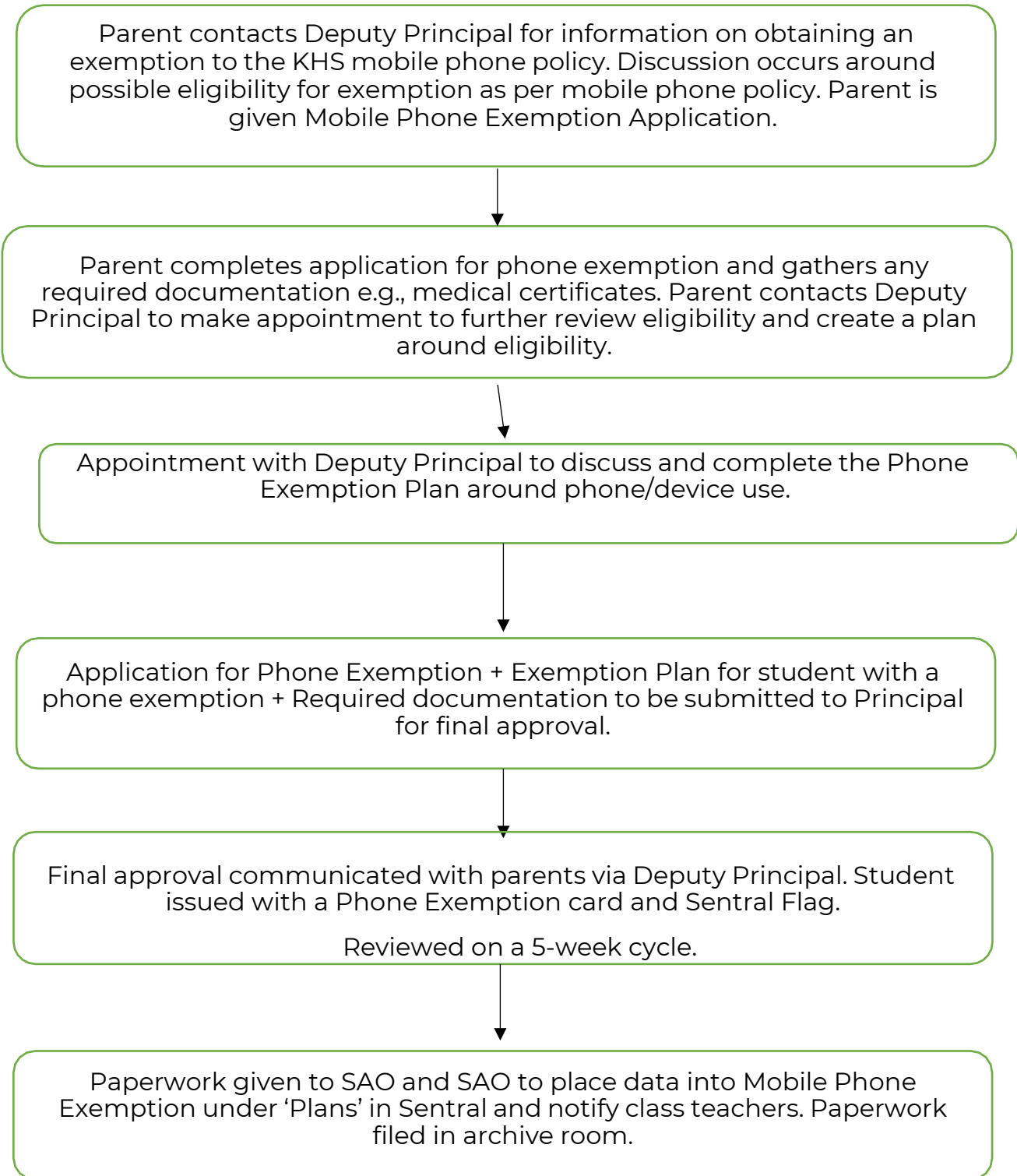
Teachers Name	Head Teachers Name
Deputy Principal	Lock Up: Date & Time

Device Condition
Indicate any damage to the phone, such as screen cracks

Final Checks <ul style="list-style-type: none"><li>• Device is turned off.</li><li>• All Personal items are removed from Device (Money, Cards etc)</li></ul>

Student Signature:	Deputy Signature:
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**Appendix 4. Phone Exemption Flow Chart, Application and Plan.**

4.1 MOBILE PHONE EXEMPTION – FLOW CHART





## 4.2 Application for Phone (Personal Devices) Exemption

Name:			
Year:			
Deputy Principal:			
Parent/ Carer:			
Parent Carer Contact:			
Outline the health / wellbeing Mobile Phone procedure needed for this exemption?			
Is medical exemption/information/evidence attached?	YES / NO		
Have you met with the DP to develop an appropriate phone plan?	Phone Plan attached: YES / NO		
Principal Exemption Approval	YES/NO	Signature:	Date:

\*\* Please bring all relevant documentation to the meeting with your child's DP where a plan will be designed in consultation with all parties linking to the student's Individual Education Plan and or student's Learning Profile.

### OFFICE USE ONLY

- Plan created in Sentral.
- Phone Exemption Card created and given to DP to deliver to the student and notification to the parent.
- DP notifies parent that exemption is in place. Recorded on Sentral.



### 4.3. Plan for Student with a Phone (Personal Devices) Exemption

<b>Student Name:</b>		<b>Date:</b>
<b>Reason for Exemption:</b>		
<b>Plan made in consultation with:</b>		
<b>Phone Plan:</b> Outline how the phone will be used as recommended by the medical practitioner or similar. How the phone will be accessed in the classroom/playground to ensure appropriate use of the phone. Include: <b>When/ Where/ Who</b>		
Student signature:		
Parent signature:		
Principal/delegates signature:		

\*\*\* Phone plan to be reviewed by Principal before final exemption approval is made.

Review Date: \_\_\_\_\_

Review Completion Date: \_\_\_\_\_

Review Completed by: \_\_\_\_\_