



Student Mobile Phone (and Personal Electronic Devices) Procedures 2024

These procedures are outlined to manage student use of mobile phones and personal electronic devices (PEDs) at Uralla Central School, and are designed to help promote the learning, safety, and wellbeing of students.

These procedures have been established and developed in response to NSW Government direction and policies, and they conform to relevant NSW Department of Education policies and guidelines.

Definitions

For the purposes of these procedures, ‘mobile phones and other personal electronic devices’ include:

- Mobile phones
- Student laptops
- Electronic tablets (for example, iPads)
- Smart watches
- Portable gaming devices (for example, Nintendo Switch)
- E-readers and (for example, Kindles)
- All other personal electronic devices (for example, iPods & music players, digital cameras, etc.)
- All accessories associated with these devices (for example, headphones, ear pods and ear buds, Bluetooth speakers, etc.)

Aim

The aim of this procedure is to promote and provide:

- A safe environment for students to learn and socialise at school free from cyber bullying and other forms of negative, online interactions.
- A focused learning environment free from inappropriate digital and online distractions.
- Improved opportunities for student social interaction and physical activity during recess and lunchtimes.

Rationale

Our school acknowledges the need for students to develop effective digital skills and literacies, and to have familiarity and competence with a wide range of electronic devices, digital applications, and online media. As part of their everyday learning and instruction, students are provided with adequate opportunities to develop these skills across a range of curriculum areas and learning experiences, using a variety of school-supplied software, technology, and equipment.

While mobile phones and other PEDs have significant advantages for use in the broader community, their use in the school environment is highly problematic. In schools, these forms of technology pose significant distractions to learning and negatively contribute to a student’s cognitive load. They can also pose a significant risk to the safety and wellbeing of students through unfiltered, unrestricted, and unsupervised access to the internet and social media platforms.

Use of mobile phones or other personal electronic devices at Uralla Central School

Student use of any mobile phone or other personal electronic devices (PEDs) at Uralla Central School **is prohibited**. Students will have their device immediately confiscated and further disciplinary action may follow if:

- They are using their device on school grounds, or during a school organised event such as an excursion or sporting trip, without teacher permission.
- The device is used at school 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 at school to record images, video, or sound without permission.
- The device has been used at school to contravene the law.

Student Expectations

- *Leave devices at home.* Students are encouraged and advised not to bring mobile phones or other PEDs to school. If they do, this is done at their own risk, and they must take full responsibility their device. The school or staff will **not be responsible for any loss, theft, or damage** to personal devices sustained at the school or during school events.
- *Do not use devices at school.* The use of mobile phones and other PEDs by students at school is **prohibited at all times**. This ban begins when students enter school grounds in the morning and remains in effect until students leave the school grounds at the end of the day. ‘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.
- *Off and Away.* Student mobile phones and PEDs are to be **‘off and away all day’**. Phones and PEDs need to be turned off and always **kept in students’ school bags**. Students may not carry their devices in their pockets or on their person.
- *School-issued Devices.* BYO or school-issued laptops and devices are **not part of the ban**, however, these devices are not to be accessed before school or during break times in the playground. Students who wish to use laptops for learning purposes 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.
- *Purchasing and financial transactions at school.* Students will be required to **use a card or cash** to pay for any purchases at school – this includes purchases from the canteen or to make any payments at the front office. Mobile phones are not to be used by students for any purchases. Parents and carers may continue to use phones to make purchases at school.

Parent and Carer expectations

In accordance with these procedures, parents and carers need to:

- *Keep devices home.* Encourage children to leave their mobile phones and PEDs at home (where possible).
- *Communicate through the school office.* Parents are asked to contact the school’s Front Office (Ph: 6778 4204) to pass on messages or any other communication to their child/ren.
- *Decline contact from students.* Parents should decline phone calls or messages from their child/ren from personal devices during the school day. School staff will reach out with any issues or queries about students that arise during the school day.
- *Reiterate responsibilities.* Parents need to understand that the school takes no responsibility for any loss or damage to phones or personal electronic devices at school or during school events.
- *Support these school procedures.* Parents are asked to support the school and help reinforce these ‘Use of Mobile Phone (and other Personal Electronic Devices) Procedures’ with their child/ren.

Consequences

If a student is caught using a mobile phone or PED at school, the following steps will be taken:

First Breach:

- The student will be directed to take their device to the Deputy Principal (DP) or delegate.
- The DP (or delegate) will confiscate the device for the remainder of the school day. It will be placed into a 'Device Breach Envelope' (Appendix 2), and then locked in a secure cabinet in the DP office.
- The DP (or delegate) will reinforce the school's expectations around mobile phones and PEDs, and discuss strategies for the student to avoid further breaches.
- The student may collect the phone or PED at the end of the school day (3:15pm), or at the time the student would normally leave school on that day (for example for an appointment).

Second Breach:

Same process as above (First Breach), except:

- The phone or device will not be returned to the student. It will need to be collected by the student's parent or carer (or other responsible adult as delegated by the parent/carer).
- The student will be issued with a Formal Caution of Suspension for continued disobedience. As part of this process, the DP (or delegate) will have a discussion with the parent/carer and student to plan strategies to avoid further breaches at school.

Third Breach:

Same process as above (Second Breach), except:

- The student will be issued with a Suspension for continued disobedience. As part of the Suspension Resolution meeting, the Principal (or delegate) will work with the student and their parents/carers to establish an improvement plan for the student.

Note: The number (or count) of individual device breaches will 'reset' to zero at the start of each term.

Exceptions and Special Accommodations

A small number of parents may be eligible to apply for an exemption for their child due to:

- *Diagnosed medical conditions.* If a student has a severe, diagnosed medical or health condition that requires a mobile phone or electronic device to manage and control (for example, Type 1 Diabetes where an insulin pump is connected to a mobile phone for monitoring), parents will need to arrange a meeting with the Principal or Deputy Principal to discuss their child's needs. Parents or carers will need to supply supporting documentation from a medical professional and will need to complete a 'Mobile Phone Exemption Application' (Appendix 3). The school will be guided by the medical advice, as well as the school context and specific circumstances, to work with these parents and students to make a Mobile Phone Exemption Plan (Appendix 4) if required.

Any other exemptions will need to be discussed with the school principal.

Evaluation

These procedures will be reviewed annually during Term 1. Additional reviews may be necessary at other times in response to broader Department of Education advice, or changes to school context.

Appendix 1:

Parent Information Sheet



Student Mobile Phone (and Personal Electronic Devices) Procedures

PARENT INFORMATION SHEET

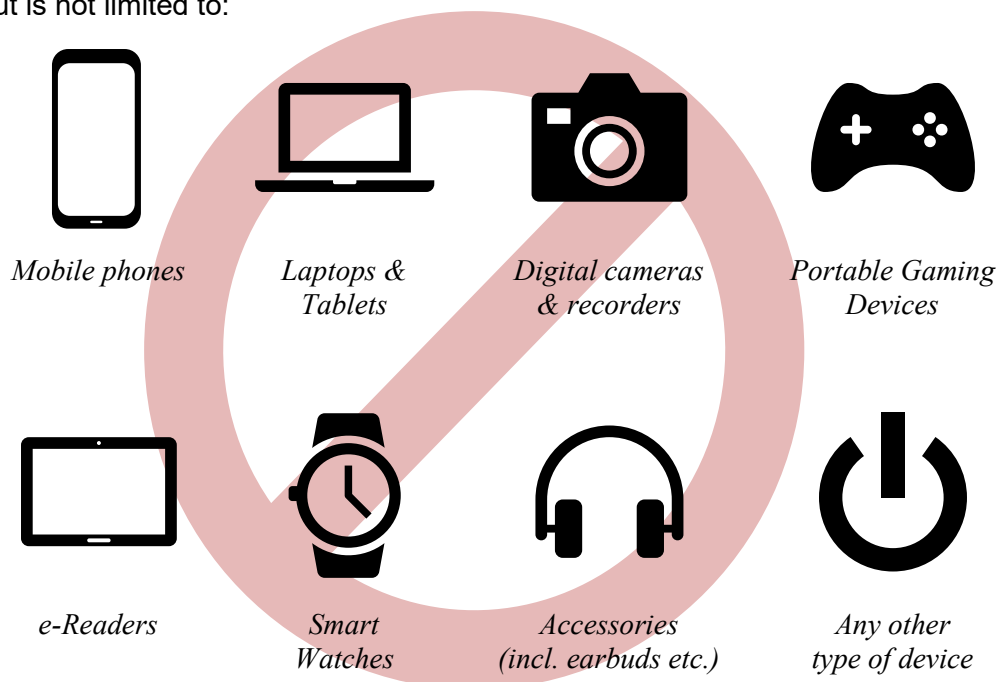
■ KEY MESSAGE:

Uralla Central School is a “device free” school for all students K – 12.

All student Personal Electronic Devices (PEDs) need to be “**off and away – all day**”, from the moment students **enter the school grounds** in the morning, until they **leave school grounds** at the end of the day. Devices (and accessories) need to remain in students’ bags, *not* in pockets or on their person. Devices may not be used by students at any time, for any purpose.

■ WHAT DEVICES ARE BANNED?

All forms of student **personal electronic devices are banned** at Uralla Central School. This includes, but is not limited to:



■ STUDENT EXPECTATIONS

- **Leave devices at home.** Students are encouraged and advised not to bring mobile phones or other PEDs to school. If they do, this is done at their own risk, and they must take full responsibility their device. The school or staff will **not be responsible for any loss, theft, or damage** to personal devices sustained at the school or during school events.
- **Do not use devices at school.** The use of mobile phones and other PEDs by students at school is **prohibited at all times**. This ban begins when students enter school grounds in the morning and remains in effect until students leave the school grounds at the end of the day. ‘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.
- **Off and Away.** Student mobile phones and PEDs are to be ‘**off and away all day**’. Phones and PEDs need to be turned off and always **kept in students’ school bags**. Students may not carry their devices in their pockets or on their person.
- **School-issued Devices.** BYO or school-issued laptops and devices are **not part of the ban**, however, these devices are not to be accessed before school or during break times in the playground.
- **Purchasing and financial transactions at school.** Students will be required to **use a card or cash** to pay for any purchases at school – this includes purchases from the canteen or to make payments at the front office. Mobile phones are not to be used by students for any purchases.



PARENT INFORMATION SHEET (Cont.)

■ CONSEQUENCES

If a student is caught using a mobile phone or PED at school, the following steps will be taken:

First Breach:

- The student will be directed to take their device to the Deputy Principal (DP) or delegate.
- The DP (or delegate) will **confiscate the device** for the remainder of the school day. It will be placed into a 'Device Breach Envelope', and then **locked in a secure cabinet** in the DP office.
- The DP (or delegate) will reinforce the school's expectations around mobile phones and PEDs and discuss strategies for the student to avoid further breaches.
- The student may collect the phone or PED at the **end of the school day** (3:15pm), or at the time the student would normally leave school on that day (for example for an appointment).

Second Breach:

Same process as above (First Breach), except:

- The phone or device **will not be returned to the student**. It will need to be collected by the student's parent or carer (or other responsible adult as delegated by the parent/carers).
- The student will be issued with a **Formal Caution of Suspension** for continued disobedience. As part of this process, the DP (or delegate) will have a meeting/discussion with the parent/carers and student to plan strategies to avoid further breaches at school.

Third Breach:

Same process as above (Second Breach), except:

- The student will be issued with a **Suspension for continued disobedience**. As part of the Suspension Resolution meeting, the Principal (or delegate) will work with the student and their parents/carers to establish an improvement plan for the student.

Note: The number (or count) of individual device breaches will 'reset' to zero at the start of each term.

■ ARE THERE ANY EXCEPTIONS?

A small number of parents may be eligible to **apply for an exemption** if their child has a **diagnosed medical or health condition** that requires a mobile phone or electronic device to manage and control (for example, Type 1 Diabetes where an insulin pump is connected to a mobile phone for monitoring).

Parents will need to arrange a meeting with the Principal or Deputy Principal to discuss their child's needs and will need to supply supporting **documentation from a medical professional**. The school will work with these parents and students to make a Mobile Phone Exemption Plan.

Appendix 2:

Personal Electronic Device Breach Envelope

Personal Electronic Device Breach

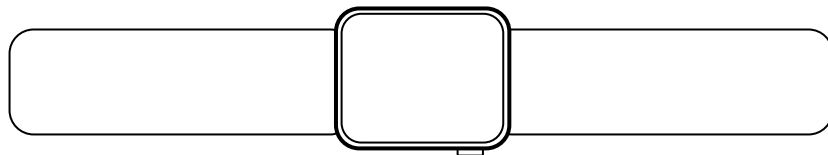
| | |
|-----------------|--|
| Student Name: | Year Group: |
| Confiscated By: | Date: Period: |

Device Condition



Front

Back

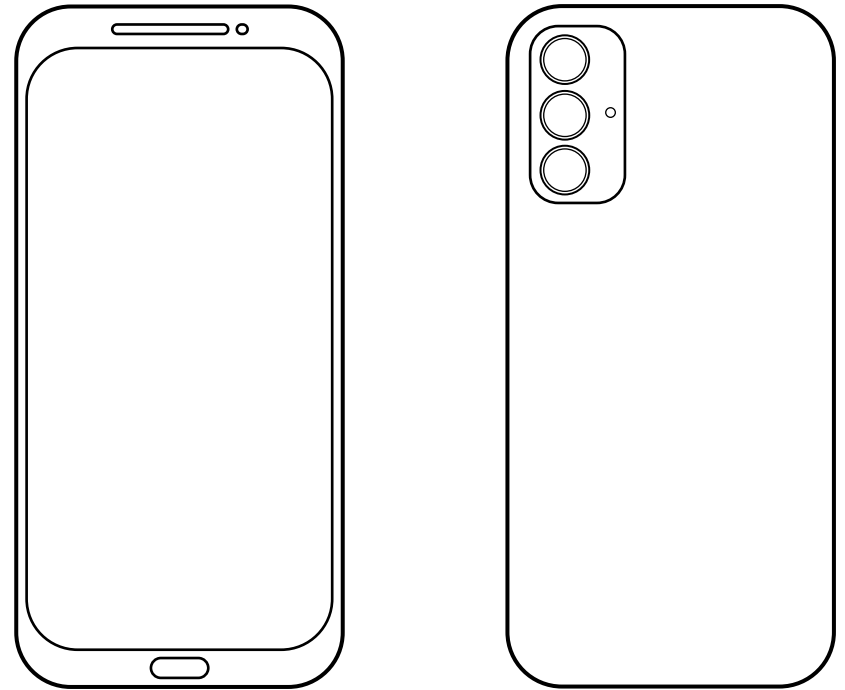


| | |
|---|--|
| Final Checks: <input type="checkbox"/> Device turned off? <input type="checkbox"/> Personal items removed? | Student Sign: <hr/> Staff Sign: |
|---|--|

Personal Electronic Device Breach

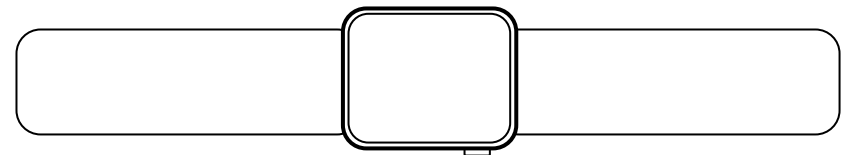
| | |
|-----------------|--|
| Student Name: | Year Group: |
| Confiscated By: | Date: Period: |

Device Condition



Front

Back



| | |
|---|--|
| Final Checks: <input type="checkbox"/> Device turned off? <input type="checkbox"/> Personal items removed? | Student Sign: <hr/> Staff Sign: |
|---|--|

Appendix 3:

Personal Electronic Device Exemption – Parent Application



UCS Application for Student Mobile Phone (or Personal Electronic Device) Exemption

Use this form to apply for a student exemption to the 'Mobile Phone and Personal Electronic Device Procedures' at Uralla Central School.

Personal Details:

| | | | |
|----------------------|--|---------------|--|
| Student Name: | | Year: | |
| Parent/Carer: | | Phone: | |

Exemption Details: *Please select the reason for the exemption:*

1

Health or Medical Exemption:

The student has a severe, diagnosed medical or health condition that requires a mobile phone or personal electronic device to manage and control (for example, Type 1 Diabetes).

Please tick

2

Extenuating Circumstances:

The student has other significant and unique circumstances – temporary or on-going – that requires them to have or use a mobile phone or other electronic device during their time at school.

Details:

Please provide an overview of the condition or circumstance, and list adjustments or accommodations needed:

Is supporting documentation or evidence attached to this application? YES NO

| | | | |
|----------------------|--|--------------|--|
| Student Sign: | | Date: | |
| Parent Sign: | | Date: | |

Appendix 4:
Personal Electronic Device Exemption – Student Plan



UCS Student Mobile Phone (or Personal Electronic Device) Student Exemption Plan

The following student has an approved Mobile Phone (or other Personal Electronic Device) Exemption Plan, with the specific conditions and responsibilities outlined below:

Personal Details:

| | | | | | |
|----------------------|----------------------|--------------------|----------------------|--------------|----------------------|
| Student Name: | <input type="text"/> | Year Group: | <input type="text"/> | Date: | <input type="text"/> |
|----------------------|----------------------|--------------------|----------------------|--------------|----------------------|

Exemption Reason:

Please tick

Brief Summary:

| | |
|--|----------------------|
| <input type="checkbox"/> Medical or Health Condition | <input type="text"/> |
| <input type="checkbox"/> Extenuating Circumstances | <input type="text"/> |

Planning Team: *This plan has been made with input and consultation from:*

| | | | |
|----------------------|----------------------|--------------------------|----------------------|
| Student: | <input type="text"/> | DP (or delegate): | <input type="text"/> |
| Parent/carer: | <input type="text"/> | Wellbeing Team: | <input type="text"/> |
| Other: | <input type="text"/> | | |

Supporting documentation or evidence has been considered and actioned? Yes Not Applicable

Plan Details:

| | | | |
|---------------------|----------------------|---------------------|----------------------|
| Device Type: | <input type="text"/> | Accessories? | <input type="text"/> |
|---------------------|----------------------|---------------------|----------------------|

| | |
|---------------------|--|
| Usage Rules: | <i>When, where, for how long, and for what purposes/activities is the device to be used?</i> |
|---------------------|--|

| | |
|-------------------------|--|
| Device Settings: | <i>Is the device to remain on 'silent/vibrate'? Is a 'Do Not Disturb' schedule to be used?</i> |
|-------------------------|--|

Agreement: *This plan has been ratified by relevant stakeholders:*

| | | | |
|------------------------|----------------------|--------------|----------------------|
| Student Sign: | <input type="text"/> | Date: | <input type="text"/> |
| Parent Sign: | <input type="text"/> | Date: | <input type="text"/> |
| Principal Sign: | <input type="text"/> | Date: | <input type="text"/> |

Plan Review: *This exemption will be evaluated, reviewed, and updated on*