



MOBILE PHONE AND OTHER ELECTRONIC DEVICE GUIDELINES

PURPOSE

- The NSW government has announced a ban on the use of mobile phones in NSW high schools from the beginning of Term 4, 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 and ear buds.
- At Marsden High School, students must have their mobile phones turned off and out of sight. At Marsden we have an **Off and Away** procedure on mobile phones and other electronic devices such as ear buds across the school all day.

SCOPE

- The definition of 'mobile phones and other electronic devices' includes associated listening wireless accessories such as, but not limited to, headphones, speakers and ear buds.
- Students may not use mobile phones and/or other identified electronic devices while on school grounds at any time.
- School grounds extends to school excursions, sport afternoon, sports carnivals and other events at the school or off site where an approved school activity takes place.
- BYOD devices are not part of the ban, unless instructed by the teacher. Students who wish to use laptops during recess and lunch must do so in the library or a classroom under the supervision of a teacher.
- Students must take full responsibility for any mobile phone and/or other electronic devices brought to school. The school and our staff will not be responsible for loss, theft, or damage. **Students who bring their devices to school do so at their own risk.**

STUDENT RESPONSIBILITIES

- Students must ensure mobile phones and/or other electronic devices are to be **Off and Away** from the time students enter school grounds in the morning, until they have left school grounds at the end of the day. The same procedure applies for offsite school activities.
- Students must switch their smart watch to 'Aeroplane Mode' for the duration of the school day.
- Students are not to use phones for canteen purchases, including those who have an exemption. They must use one of the following options:
 - a credit or debit card
 - cash
 - student ID card loaded with credit through My School Connect (commencing beginning of 2024)
 - pre-order via My School Connect (commencing beginning of 2024)

STAFF RESPONSIBILITIES

If a student is seen with their mobile phone and/or other personal electronic device (e.g. ear buds), during the school day, teachers will:

- **During class time:** ask the student to place the phone in the Phone Breach Envelope and have the student bring the phone to Student Management where they will be issued a receipt as evidence of handing their phone in. The class teacher will make a record on Sentral.
- **During recess and/or lunch:** students will be asked to place phone in a Phone Breach Envelope in the **Off and Away** basket. Staff will hand phone over to HT on duty or drop off at Student Management at the conclusion of their duty. Student Management will make a record on Sentral.
- During all off-site school activities – staff will follow the school process of removing the phone from the student and it will be returned at the end of the day. The teacher will make a record on Sentral once they have returned to school.

PARENT/CARER RESPONSIBILITIES

- Contact the school office to pass on messages rather than contacting a student directly on their device. Any urgent message received will be forwarded to the student without delay (students may 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 and/or electronic devices.
- Work collaboratively with the school and help reinforce Marsden High School's **Mobile Phone and Other Electronic Device Guidelines**.

ONGOING BREACH OF SCHOOL POLICY

1st Offence

1. If a student is seen with their mobile phones and/or other personal electronic devices (eg: ear buds) during the school day, student will place phone in the Phone Breach Envelope as per above procedures.
2. Students will be able to collect their mobile phone and/or other personal electronic devices from Student Management at the end of the day.
3. Offence will be recorded on Sentral by the class teacher, or student management if during recess or lunch.

2nd Offence

1. If a student is seen with their mobile phones and/or other personal electronic devices (eg: ear buds) during the school day, student will place phone in the Phone Breach Envelope as per above procedures.
2. Students will be able to collect their mobile phone and/or other personal electronic devices from student management at the end of the day.
3. Offence will be recorded on Sentral and student will be placed on detention by the Head Teacher.

3rd Offence

1. If a student is seen with their mobile phones and/or other personal electronic devices (e.g. ear buds) during the school day, student will place phone in the Phone Breach Envelope as per above procedures.
2. Student will be referred to the Deputy Principal.
3. The student will be placed on the phone registry to hand their mobile phone and/or device to their Year Group Deputy Principal at Student Management each morning and pick it up at the end of the day from the office, for the rest of the term.

NON-COMPLIANCE WITH SCHOOL PROCEDURES

Students who do not comply with the above procedures will, in the first instance, be referred to the Head Teacher of the faculty/on playground duty, who will call the parent and issue a Recess/Lunch/After School Detention and record non-compliant behavior on Sentral.

Students with a pattern of continued disobedience, as per the Behaviour Continuum, will be referred to the Deputy Principal. An improvement plan will be formulated, in partnership with parents/carers. This may include consequences such as In School Reflection, 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 structures.