

Tomaree High School

Mobile Device Management Policy

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.

1. Rationale and objectives

Tomaree High School supports the restrictions of mobile devices in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy. Mobile phone use in schools can impact student learning and wellbeing. Restricting mobile phone use, and associated devices, at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, while reducing the potential for online bullying. Tomaree 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.

Tomaree High School has elected to use the following approach. All mobile phones will be 'off and away' for the full school day, including 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.

2. Exemptions and accommodations

Tomaree 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. Exemptions can be sought by parents/carers by contacting the relevant deputy principal and completing the Mobile Phone Exemption Application (Appendix C). 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 with parents/carers and refer the requests to the school's Learning and Support team (LST). The LST will review the request, assign an appropriate case manager and complete a (Appendix E).

Note: No Phones are to be used for canteen purchases, including by those who have an exemption.

3. Contacting students

Tomaree 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 (02) 49811444. Students will also be able to contact parents or carers through the school office if urgent.

4. Use of mobile phones or other personal electronic devices

Students will have their device confiscated if:

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

5. Student expectations

- 5.1 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.
- 5.2 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 the end of the day. This includes before school and at break times.
- 5.3 Students must switch their smart watch to 'airplane mode' for the duration of the school day.
- 5.4 Students will comply with reasonable staff instructions outlined in this policy.
- 5.5 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.
- 5.6 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 use Flexi Schools to preorder prior to coming to school. Phones are not to be used for purchases.

6. Staff expectations

- 6.1 All staff will use best practice behaviour management techniques which where possible:
 - 6.1.1 Is discretely managed to lessen the chance of student escalation.
 - 6.1.2 Provides clear choice with reference to the Tomaree High School Mobile Phone Consequence Flowchart (Appendix B).
 - 6.1.3 Allows for student take up time to make the right choice.
 - 6.1.4 Delivered in a calm and respectful manner.
- 6.2 Office staff enter incident details on to Millennium.
- 6.3 For first offence, office staff send scripted text message home.
- 6.4 For repeated offences, DP manages incident and contacts home.
- 6.5 Staff member, Head Teacher and Deputy Principal add further, necessary details to the Millennium incident in a timely manner.
- 6.6 Deputy Principal present at office each afternoon to manage students collecting phones.

Note: Staff have indicated an expectation of themselves to only use their personal mobile device for work related activities while on duty and in the presence of student.

7. Parent or caregiver expectations

In accordance with the procedures parents/carers will:

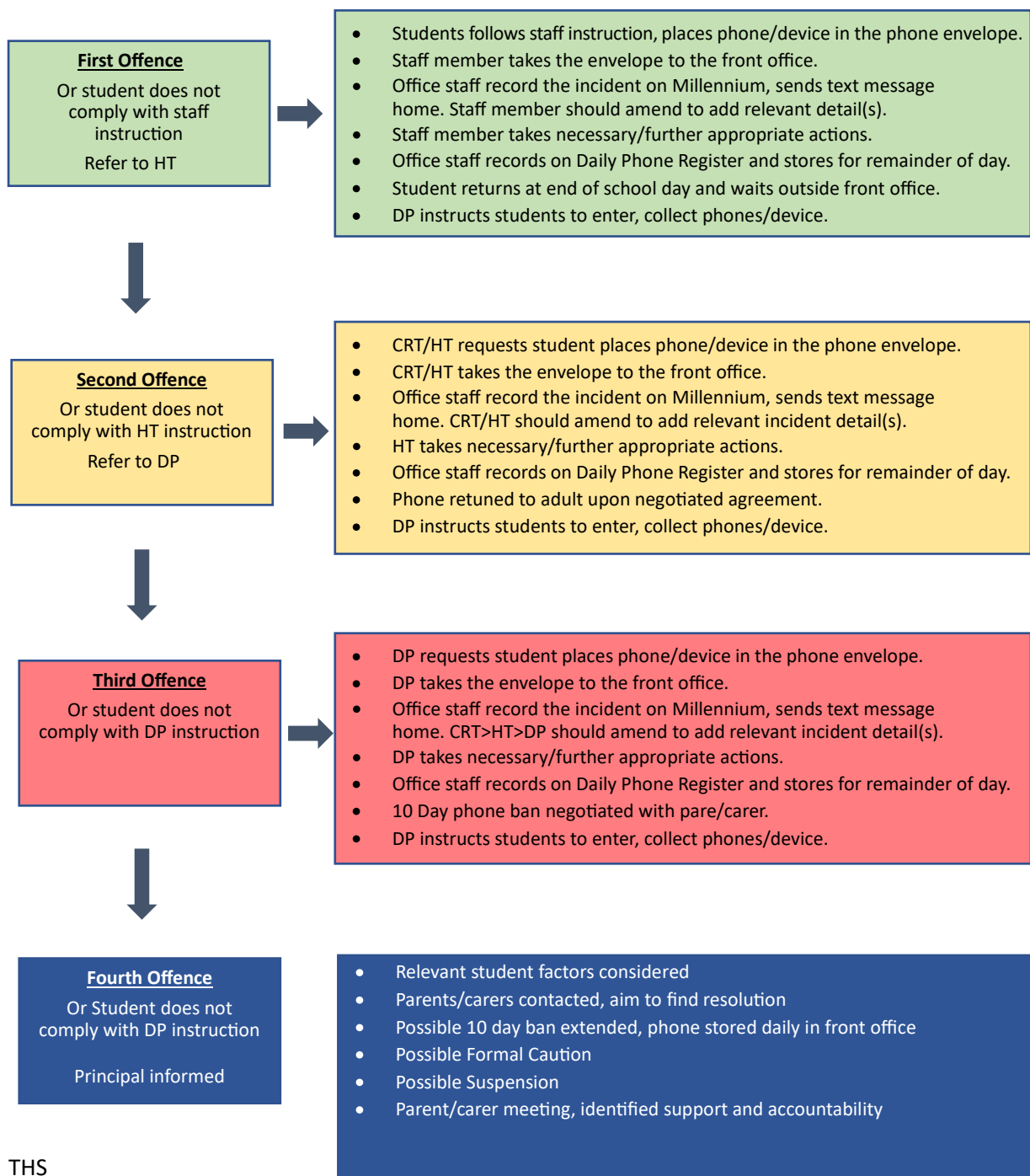
- 7.1 Contact the school Front Office to pass on messages rather than contacting a student directly on their device (for acceptable reasons only, students will be permitted to use a phone in the front office to contact their parents/carers under the supervision of the Deputy Principal).
- 7.2 Understand that the school takes no responsibility for loss or damage to phones or personal electronic devices.
- 7.3 Work collaboratively with the school and help reinforce Tomaree High School's Mobile Device Management Policy with their child/ren.

8. Phone/device management procedures

- 8.1 If requested by a teacher or staff member, students will place their mobile phone or electronic device into the Phone Breach Envelope (Appendix G). Initially, the envelope will be delivered by the staff member to the front office and be stored there for the remainder of the day. The incident will be recorded on Millennium and on the Daily Phone Register.
- 8.2 Student refusal to comply with staff instructions will result in escalation through the process outlined in THS Mobile Phone Consequence Flowchart (Appendix B).
- 8.3 For repeated incidents, consequences may be applied according to THS Mobile Phone Consequence Flowchart (Appendix B). These include but, are not limited to:
 - 8.3.1 Confiscation of the device until the end of the day.
 - 8.3.2 Confiscation of the device until such time as their parent or caregiver can attend school to collect the device.
 - 8.3.3 A possible 10 day ban where the phone/device is stored at the Administration Office each day.
 - 8.3.4 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 Policy.
- 8.4 It is appropriate to confiscate devices from students when:
 - 8.4.1 Students have failed to meet the school's expectations relating to appropriate use of mobile phones or other personal electronic devices.
 - 8.4.2 Have and use phones in contrary to this policy.
 - 8.4.3 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.
 - 8.4.4 In cases where students are suspected to have threatened and/or harassed other students or staff via a device or where the device has been used to film, take photographs, or upload/display inappropriate material.

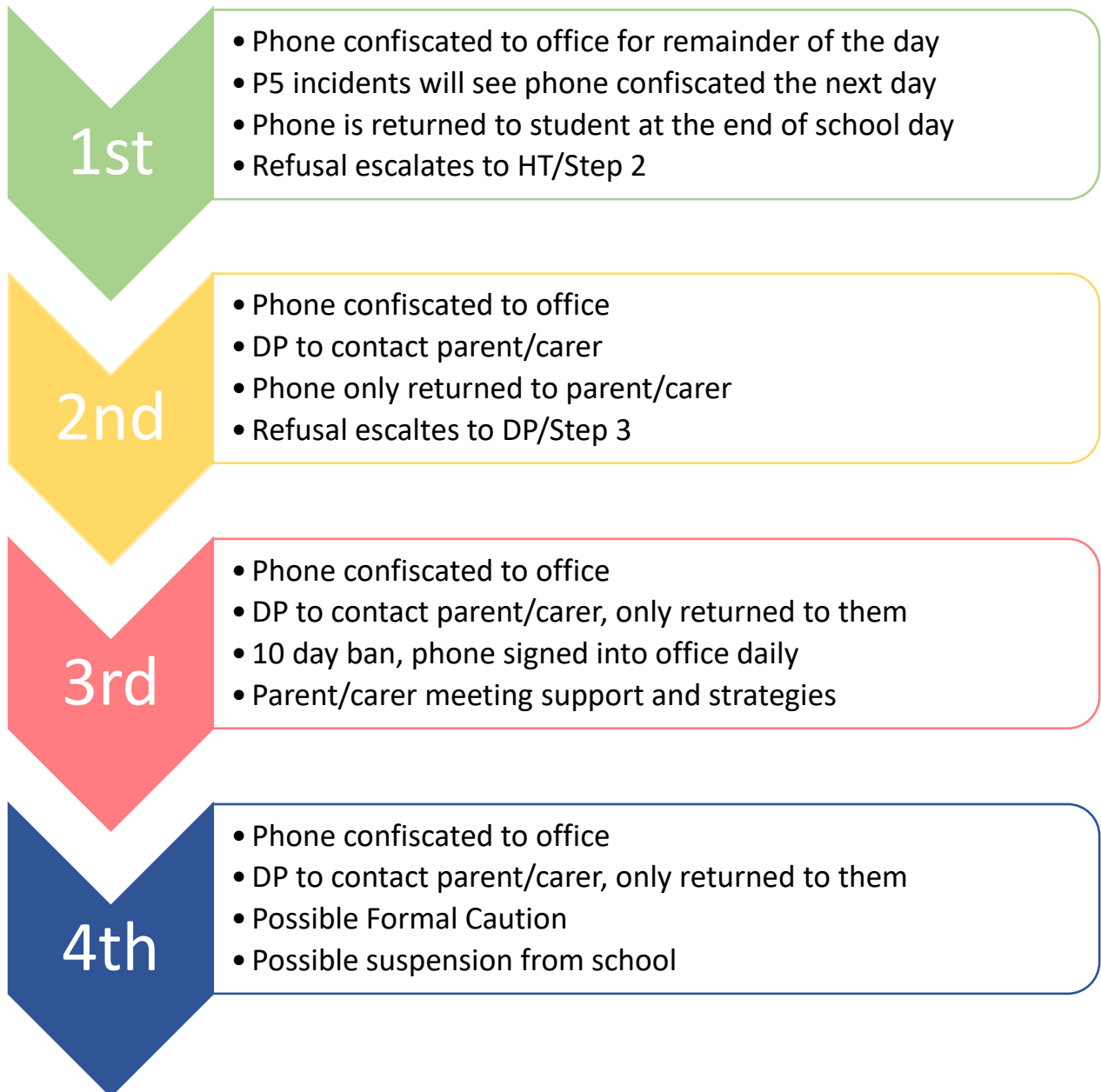
Appendix A. Tomaree High School Mobile Phone Management Procedures

- 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. 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 iPods and other branded tablets), as well as their associated listening accessories – such as, but not limited to, headphones, ear pods and ear buds.



Appendix B. Tomaree High School Mobile Phone Consequence Flowchart

At Tomaree High School we appreciate that our students are largely diligent and compliant members of the school community. In the event that a student continues to breach the procedures outlined in this policy, the consequences below will be enacted.



Note: A student does not need to move through this flowchart in sequential order. Depending on the incident severity, a student may escalate through to any step of this flowchart. In accordance with the school's Behaviour Support and Management policy, each incident will be assessed on a case by case basis.

Note: students should reset to the beginning of the flowchart at the beginning of each term.

Appendix C. Tomaree High School Mobile Phone Exemption Application

| NSW Department of Education

Tomaree High School
Salamander Way, Salamander Bay 2317 | PH: 4981 1444



Application for Technology Exemption

Information for students and families:

- If you have concerns about your child not having access to a mobile device, we would be happy to discuss this further with you. Students with special needs, including medical and learning needs, may apply for an exemption. These will be considered on a case-by-case basis.
- An appropriately qualified health professional will be required to provide further information to support the application.
- Exemptions will be granted in consultation with THS staff, students and families, and require an LST application and agreed implementation plan, which will be completed during this consultation process.
- Supporting documentation from health professionals to be attached to the application for exemption.

Student's name:	
Year:	
Deputy:	

Health and Wellbeing

Outline the health or wellbeing reason requiring this exemption. Please provide formal diagnostic information as well as symptoms.

Therapy

Provide details of what therapies the patient is undertaking for this condition:

Qualifications of health professional working with student	Therapy details – type, strategies, interventions	Start date	End date	Frequency
e.g. psychologist, OT		6/2/2022	present	fortnightly



Technology Adjustments/Provisions

What technology provisions/adjustments do you recommend		
Provision	Describe how the provision is expected to support the student's health and wellbeing.	Timeframe
<i>Ex. Access to call services/home</i>	<i>Time out in designated time out space when heightened to call support person.</i>	<i>10 mins</i>
<i>Ex. Music therapy</i>	<i>Music therapy when showing signs of anxiety until calm for emotional regulation.</i>	

Further Information

Provide any other relevant information to support the exemption. Attach supporting medical documentation to application.

Student
Parent
Date

Office use only

- LST entry on millennium
- LST outcome/actions on Millennium
- Outcome communicated with family
- Plan developed/uploaded to Millennium

Appendix D. Tomaree High School Mobile Phone Information Letter

Dear parents, caregivers and students,

You may have heard recently about the changes to the use of mobile phones in NSW high schools beginning in Term 4, 2023.

Tomaree High School acknowledges the benefits of using various forms of appropriate technology to support teaching and learning. Whilst this may minimise the risks of digital environments and prepare students for life beyond school, we also recognise that incorrect use may cause harm. We are committed to supporting our students to use technology in a safe, responsible and respectful way, to enhance student learning and engagement.

During Term 4 we will be trialling the use of the **'Off and Away'** strategy at Tomaree High School. This means that student will be required to turn their phone off and store it in their bag for the entirety of the school day. Some schools are using the terminology of 'gate to gate' which is a good way to think about it.

Important changes coming in Term 4

- Mobile phones will not be used during school hours, including break times such as lunch and recess, as well as during school excursions. However, you will always be able to contact your child in an emergency via the front office.
- Phones can not be used to purchase food at the canteen, students will need cash/card.
- Students will need a physical copy of their timetable from Term 4 onward.
- Students will still be able to carry their phones while travelling to and from school.
- School staff can allow students to use their mobile phones in specific circumstances, such as for an educational purpose, for their wellbeing or to support students with specific needs.
- Individual student requests for exemption will be assessed and considered by the school for medical and learning needs.

During the remainder of Term 3 we will be implementing **Phones Off Fridays** to help support student adjust to managing school life without access to their phones. Where possible, please encourage students to know their timetable, have cash/card for the canteen and to store their phone in their bag. This will be a supportive approach with no punitive consequences taken.

Considerations for exemption

If you have concerns about your child not having access to a mobile phone, we would be happy to discuss this further with you. Students with special needs, including medical and learning needs, may apply for an exemption. These will be considered on a case-by-case basis.

Parents/carers wishing to apply for an exemption should contact the relevant deputy principal who will manage requests for exemption. They will be granted in consultation with teachers, students and families, and require an application and agreed implementation plan, which will be completed during this consultation process.


We will be updating our school website with additional information as the beginning of Term 4 approaches. If you have any questions or concerns, please contact the relevant year group deputy principal. We look forward to working with you to implement these changes in our school.

Sincerely,

Paul Baxter

Principal

Appendix E. Tomaree High School Mobile Exemption Plan



THS Support and Calming Plan

Student:
Year:
Date Created:

<p>Ready to Learn/Calm</p> <ul style="list-style-type: none"> Interacts with peers. Working independently In the right place at the right time Follows <u>instructions</u> Talkative and friendly <p style="background-color: yellow; padding: 2px; text-align: center;">• EDIT AND PERSONALISE FROM TAR 3</p>	<p style="text-align: right;"><u>Social and Emotional Supporte</u></p> <p>Identified staff mentor:</p> <p>THS Care Continuum Interventions:</p> <p>External supports:</p> <p>Technology exemption approval: <input type="checkbox"/></p> <p style="text-align: center;">LST approval date: Review:</p>
<p>Mild level of distress</p> <p>TAR3</p> <ul style="list-style-type: none"> Less attentive Feeling overwhelmed Saying "I'm okay" – <u>non-verbal cues</u> Not listening to instructions <p style="background-color: yellow; padding: 2px; text-align: center;">• EDIT AND PERSONALISE FROM TAR 3</p>	<p><u>TAR3 strategies:</u></p> <ul style="list-style-type: none"> Remind me of strategies I can use- Taking deep breaths, <u>fidgets</u>. Redirect or distract <u>me</u> <p><u>Technology exemption strategies:</u></p> <ul style="list-style-type: none"> <p><u>Pro active teaching strategies:</u></p> <ul style="list-style-type: none"> Acknowledge feelings – "You look worried/sad, how about you ... <u>TAR3</u>" Monitor progress
<p>Moderate level of distress</p> <p>TAR3</p> <ul style="list-style-type: none"> Bouncy legs Fidgety/ Can't sit still <p>Observable Behaviours:</p> <ul style="list-style-type: none"> Withdrawn Crying Aggression Absconding 	<p><u>TAR3 strategies:</u></p> <ul style="list-style-type: none"> Time out card Redirect or <u>distract</u> <p><u>Technology exemption strategies:</u></p> <ul style="list-style-type: none"> <p><u>Staff response:</u></p> <ul style="list-style-type: none"> Maintain presence/supervision – line of <u>sight</u> Validate <u>feelings</u> Remain <u>calm</u> Distraction and soothing tar3 strategies
<p>De-escalation signs</p> <ul style="list-style-type: none"> Following instructions Listening to staff <p>Recovery</p> <ul style="list-style-type: none"> Breathing returned to normal. To engage in conversation Follows simple instructions. 	<p>I – Isolate the conversation E – Explore point of view S – Summarize the feelings and content, clarify events C – Connect behaviour to feelings repair and restore relationship A – Alternative behaviours discussed P – Plan developed/Practice new behaviour E – Enter back into the routine</p> <p><u>TAR3 strategies:</u></p> <ul style="list-style-type: none"> Offer drink/<u>food</u> Mindfulness colouring in <p><u>Technology exemption strategies:</u></p>

Appendix F. Tomaree High School Mobile Exemption Pass

Technology Exemption Pass	
Student:	
Dates valid:	Review date:
Technology provision/s:	
Conditions of use	Mild:
	Moderate:
	De-escalation:
Student Signature:	DP Signature:

Appendix G. Tomaree High School Mobile Phone Breach Envelope

Mobile Phone Breach

Student Name	Year
Staff Name	Date/Time
Phone Condition: indicate any damage	
	
Check: <input type="checkbox"/> Phone is turned off <input type="checkbox"/> All personal items are removed from phone/case (cards, money, etc)	
Student Signature	Staff Signature
Collection Name, Signature, Date and Time	

Appendix H. Tomaree High School Mobile Phone Parent Message Script(s)

First Offence Text Message

Please be advised that #NAME phone has been sent to the front office for the remainder of the school day for breaching the school's Off and Away mobile device management policy. They can collect their phone at the end of the school day. A second offence this term will require an adult to collect the phone. If you would like further details please contact the school on 49811444.

First Offence Text Message – Period 5

Please be advised that #NAME was in breach of the school's mobile device Off and Away policy during Period 5 today. They will be expected to hand in their phone to the front office on the next school day. If you would like further details please contact the school on 49811444.

Second Offence Text Message

Please be advised that #NAME as had their phone confiscated for the second time this term. The phone will be stored in the front office until an adult is able to collect it. Deputy Principal #NAME will contact you soon to make necessary arrangements. Alternatively, please contact the school on 49811444 at your convenience.

Refusal Text Message

Please be advised that #NAME was in breach of the school's Off and Away mobile device management policy today. Unfortunately, they refused to comply with staff direction to surrender their phone. The phone has since been confiscated by school executive and is now stored in the front office. It will need to be collected by an adult at an arranged time. Deputy Principal NAME will attempt to contact you shortly.





DEVICES OFF & AWAY




DEVICES OUT = CONFISCATION



REFUSAL
Deputy / Head Teacher
Involved

**PARENT / CARER
CONTACTED TO COLLECT DEVICE**



10 DAYS  OFFICE	SUPPORT	FORMAL CAUTION
DEVICE SIGNED IN & OUT OF OFFICE FOR 10 DAYS	STRATEGIES	SUSPENSION

TOMAREE HIGH SCHOOL DEVICE MANAGEMENT POLICY

