



MOBILE PHONE POLICY

Rationale

Wiley Park Girls High School is committed to the creation of a safe and respectful environment for all staff and students. Wiley Park Girls High School acknowledges that students may need to be in possession of a mobile phone at school for reasons relating to their safety in travelling to and from school. There is a range of technologies available today that when incorporated appropriately into lessons can enhance learning. When these technologies are misused by students they can be very disruptive to teaching and learning and cause other problems such as:

- Bullying and harassment
- Peer conflict
- Distractions from learning
- Cheating in tests or exams
- Theft or damage

Expectations of Students

In view of the rationale above, Wiley Park Girls High School has set the following guidelines in relation to mobile phones and other mobile devices:

- The school strongly recommends that your daughter DOES NOT bring a mobile phone to school. The school takes NO RESPONSIBILITY for lost, stolen or damaged mobile phones or devices and a student uses their phone or device at their OWN risk.
- All contact between students and their carers must be done through the school's front office.
- Staff reserve the right to confiscate phones to examine material suspected of containing illegal, malicious or dangerous material. This will always take place with the student present.
- Students may take photos or video footage while at school ONLY if they are engaged in school-related learning activities and have been given permission to do so by their teachers. Students are required to have a filming pass on them at all times. This will be supplied by the supervising teacher.
- If students choose to bring an electronic device to school they must be switched off and out of sight in classroom teacher's phone basket or in bags, not in pockets, in all learning or event spaces. This includes the library, kitchens, PRF, Learning Centre, science labs, outside learning spaces, the hall and computer rooms. Teachers reserve the right to confiscate phones and all electronic devices if this expectation is not followed.
- A student must not use headphones in any learning space, event or assembly or when transitioning between classes.
- Mobile phones are to be in bags and switched off during transition times between classes or when moving to class after recess or lunch.
- Mobile phones and other devices may be used at recess, lunch and before/after school in playground only at the student's own risk.
- A student may listen to music, text, make calls and use social media or the internet in a respectful, safe and appropriate manner.



Mobile phones must not be used to do the following in learning spaces and the playground:

- Bullying or harassing anyone inside or outside the school
- Taking photos or videos of other students or of self
- Filming fights or other criminal activities
- Accessing, distributing or showing inappropriate or illegal material
- Listening to music through an external speaker
- Any use that is unlawful

NOTE: The word “mobilephone” is used in this document to represent mp3 players, speakers, phones, cables, chargers, headphones and other electronic devices

PROCEDURES

In all learning and event spaces, students will be given a general reminder e.g. ‘At WPGHS we have our phones switched off and in our bag or the storage basket’. Teachers will prompt through questioning e.g. ‘Why is it important to put your phone away in a learning space?’ Give appropriate praise etc. for students who have fulfilled the expectation.

Failure to comply with the above guidelines will result in the following actions by staff:

THREE (3) STEP CONSEQUENCES

STEP ONE - Students who don’t respond to the reminder will have their phone confiscated and given to the Deputy Principal. It can be collected at the end of the day. If a student refuses to give their phone to the teacher, a notification is sent to the Deputy for follow up. On collection of their phone the student is reminded of the rules. The student is recorded on SENTRAL as being at Step One.

STEP TWO – Phone is confiscated for a second time, given to Deputy Principal and parents called. Parents to collect the phone. Student is recorded at Step Two. Student and parent to attend a meeting with Deputy Principal where the rules will be explained and a contract outlining the rules and the student’s agreed actions to follow the rules to be discussed and signed by student and parent/carer. A warning of suspension will be issued to the family and student.

STEP THREE -Failure to uphold the contract will be viewed as persistent disobedience and will result in suspension of the student.

Students will automatically go to Step Two or Step Three, if they refuse to hand over their phones when requested or are found to be:

- Filming or Recording
- Appearing to have the phone in filming position (this also applies to selfies)
Harassing, bullying anyone inside or outside the school
- Accessing or distributing illegal materials
- Listening to music and broadcasting through an external speaker



MOBILE PHONE CONTRACT

Student Name: _____ Roll Call Class: _____ Date: _____

As a student at Wiley Park Girls High School, I understand that I am a safe, respectful learner. I understand that it is the expectation that I use my mobile phone in a safe and respectful manner. I understand that it is wrong to use my phone in a way that threatens, intimidates and harasses another student because by doing this I make other students feel unsafe at school.

I agree to:

- Ask the front office to make a call to my parent/carer on my behalf if it is urgent
- Keep my mobile phone switched off and out of sight in my bag (not in pockets) in all learning or event spaces. This includes the library, kitchens, PRF, Learning Centre, science labs, the hall and computer rooms.
- Keep my mobile phone switched off and in a bag (not in pockets) when I am on a bathroom break, delivering a message to a staffroom or the front office, moving classes or going to class after recess or lunch.
- Use my phone only during recess and lunch.
- Use my phone safely and respectfully during recess and lunch.
- Hand my phone over immediately and without argument on request if I have broken an expectation.

I agree NOT to:

- Use my phone in anyway (text, film, surf the internet, access social media or listen to music with or without headphones) in any learning or event space
- Use my phone in anyway during transition times or when on a bathroom break
- Argue with a staff member if they need to remind me of the rules
- Use my phone to text or call or use social media to threaten, intimidate, harass or bully anyone in any area or at any time.
- Use my phone to listen to music on external speakers in the playground Use my phone to take footage, a photo or voice recording without a filming pass

By signing this contract I understand that it is my responsibility to use my phone respectfully and safely at Wiley Park Girls High School.

Student signature: _____

Parent signature: _____ **Date:** _____

DP signature: _____ **Date:** _____