



LANYON HIGH SCHOOL



Heidelberg Street
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(02) 6142 1800

Mobile Phone Procedure for Lanyon High School

Introduction

Digital Technology is evolving at a rapid and intractable rate and while it has some educational advantages in teaching and learning, the impact of mobile devices has raised concerns within the school and wider community. The previous system whereby students were allowed to bring mobile phones to school was in place prior to Chromebook allocations and a BYOD environment. This is no longer necessary or appropriate.

This Procedure outlines the requirements relating to students using Personal Electronic Devices (PEDs) and mobile phones during school hours and is consistent with the [Personal Use of Communication Devices Policy](#).

Rationale

Through the Technology Enabled Learning Program the ACT Education Directorate is committed to producing responsible, literate, and knowledgeable digital citizens. As part of this program all students receive a Chromebook device. This has eliminated any need for student mobile phones to be used as a learning device.

Unregulated, non-educational use of PED's and mobile phones and related social media can harm learning and wellbeing. At Lanyon High School (LHS) we support people's right to learn and teach in an environment free of distractions, where face to face interactions and non-digital forms of learning are valued.

At LHS we value the importance of physical activity connecting to school through the participation in extracurricular activities. LHS recognises the need for students to have time away from screens and electronic devices, including Chromebooks. Recess and lunch breaks are set aside for this explicit purpose. A wide variety of extracurricular activities are provided for students to promote positive connection and social interactions during break times.

Appropriate use of PED's Mobile Phones

- As outlined in ACT Education Directorate Policy: "Students in Year 7-10 at ACT public schools may not use or access personal communications devices at school, including recess and lunch, or during school authorised events unless the school principal has approved a formal or specific exemption."
- At LHS, "...at school..." means, on school grounds between the hours of 8am and 3pm, Monday to Friday.
- Phones are not to be used in the classroom or the playground. Phones should not be visible or audible during 8am to 3pm. All phones must be in bags and on silent.

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- Students are strongly encouraged to leave their phones and other personal devices at home.
- It is acknowledged that some students will need their phones or other personal devices immediately before and after school to help them get to and from school safely. In these circumstances, mobile phones must be in student bags and switched off until the end of the school day.
- Mobile phones and PEDs must not be on a student's person, on the student's desk or in the student's work area.
- Teachers will remind students of our Positive Behaviours for Learning (PBL) expectation to: "Keep personal electronic devices on silent and in their bags. "
- Mobile phones are not to be used (or visible) inside toilet blocks or change rooms.
- Headphones are to be in bags and switched off unless specific permission is given by a teacher. In this circumstance they are to be connected to the Directorate issued Chromebook or BYO computer.
- Other devices connected to mobile phones (e.g., smart watches or gaming devices) must not be used for communication purposes (talking or messaging) at any time, while "at school."
- Contact with parents and carers in case of illness or an emergency is to be made through the Front Office staff, as they can ensure the student is reached quickly and that appropriate procedures are followed. Other communications such as pick-up arrangements can also be made through the Front Office or directly to students after 3pm. Please be aware students will not be able to respond to text messages until after 3pm.
- The school does not accept liability in the event of loss, theft, or damage of a mobile phone, PEDs or accessories such as chargers or headphones.
- Teachers may be required to use their phone in class due to an emergency or a work issue. The rights and responsibilities of staff is different to students. Staff are encouraged to model good practice and appropriate use of phones when at school.

Procedures if a phone is used inappropriately

- The classroom teacher will prompt or remind student about the mobile phone procedures.
- If a student has their phone out at school between 8am-3pm, the teacher will inform the student that they need to hand over their phone and it will be given to the Front Office. The teacher should then place the phone in a bag with the student's name on it and place it at the Front Office for the remainder of the day.
 - If the student refuses to hand over the phone, the teacher will refer to an Executive or other teacher. The phone will be confiscated and placed in a bag with the student's name on it at the Front Office for the remainder of the day.

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- In circumstances where an Executive teacher is not immediately available, the student will be required to hand their phone to an Executive teacher at a later point.
- In the case of persistent non-compliance, the Executive teacher will inform the student that the behaviour will be dealt with as non-compliance and may result in:
 - Being removed to a buddy class/detention
 - Parent/carer meetings
 - A behaviour contract completed with an executive teacher
 - More serious consequences, up to and including suspension.
- Repeated infringements will require the student and parents/carers to meet with a member of the school leadership team to determine a suitable management plan including leaving the phone at home or at the Front Office during school hours.

Exemptions

An exemption can be requested and must be approved by the school principal or delegate.

An exemption can be requested if a student needs their device/assistive technology:

- to manage or monitor a medical condition: parents/carers will need to have an Education Directorate Known Medical Condition Response Plan or individual learning plan, for those students requiring assistive technologies. This will need to be supported by evidence from a doctor, medical specialist or allied health professional outlining the medical need for the communications device and how the device is used to manage or monitor the medical condition.
- to meet caring or family responsibilities where the student has extenuating personal circumstances that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to a younger sibling or unwell family member: proof of carer status documentation, dependent's birth certificate or a statutory declaration outlining the clear need for the student to receive an exemption.

An exemption application form must be completed and is available on the Education Directorate website. An exemption request will only be approved if sufficient supporting evidence is provided, for example, from a treating general practitioner.

Monitoring, Evaluation and Review



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The school Executive are responsible for the development of this procedure and to ensure positive reinforcement of the procedure occurs through regular reminders, for example via PBL lessons, the school's Facebook page, newsletters, information nights and other communication channels.

Any concerns about the application of this procedure or the procedure itself, should be raised with:

- the school in the first instance.
- the Directorate's Feedback and Complaints Unit on (02) 6205 5429 or online [here](#).

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Related documents

[Acceptable Use of ICT – Parents and Students policy](#)

[Use of Personal Electronic Devices \(PED policy\)](#)

Related Legislation

[Discrimination Act 1991](#)

[Human Rights Act 2004](#)

[Work Health and Safety Act 2011](#)