



# **MOUNT VIEW HIGH SCHOOL**

## **STUDENT AND COMMUNITY**

# **MOBILE PHONE POLICY AND PROCEDURES**



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### INSERT

Turn phone off  
Insert your phone into  
the pouch



### LOCK

Simply press the pin  
into the hole to lock  
closed



### UNLOCK

Unlock by simply  
placing the locking  
mechanism near the  
magnetic base

# Mobile Phone Policy and Procedures

Commencing on the first day of Term 4, 2023, Mount View High School (MVHS) will be implementing the New South Wales Department of Education’s (NSW DoE) Mobile Phone Ban, commonly referred to as the “*gate to gate mobile phone ban*”. While mobile phones and other such digital devices have substantial benefits, their use in schools can detract from learning, have shown to decrease in long term learning achievement and contribute to negative social interactions and student wellbeing (Boudreau, Harvard University, 2022). The Mount View High School Mobile Phone Policy and Procedures purpose is for the management of mobile phones and related electronic devices within the school. In addition to mobile phones, digital devices that have the capability to make and or receive calls, messaging capabilities or control wireless headphones are included in procedures. Laptops and tablets are managed through MVHS and NSW DoE Bring Your Own Device (BYOD) policy and procedures.

Electronic devices	Definition	Allowed
<b>Digital Device</b>	A device that has the capability to make and or receive calls, messaging capabilities or control wireless headphones.	
<b>Laptop</b>	A personal computer that can be easily moved and used in a variety of locations. Most laptops are designed to have all of the functionality of a desktop computer, which means they can generally run the same software and open the same types of files.	✔
<b>Smart Watch</b>	A mobile device with a <u>touchscreen</u> display, designed to be worn on the wrist.	✔
<b>Tablet</b>	A portable computer, that uses an integral combination flat panel display screen / graphics tablet or touch screen/graphics tablet for primary input and primary display, the size of a notebook computer.	✔
<b>Headphones / AirPods</b>	A piece of equipment consisting of two <u>earphones</u> that are either wireless or joined by a band across the head that makes it possible to listen to music, the radio, etc.	✔
<b>Mobile Phone</b>	A telephone with access to a cellular radio system so it can be used over a wide area, without a physical connection to a network.	✘
<b>Smart Phone</b>	A mobile phone that performs many of the functions of a computer, a touchscreen interface, internet access, and an operating system capable of running downloaded apps.	✘

Related documents supporting this policy include.

- New South Wales Department of Education Mobile Phone Policy
- [Mount View High Behaviour Support and Management Plan](#)
- [New South Wales Department of Education Student Behaviour Policy](#)
- [New South Wales Public Schools Behaviour Code for Students](#)
- [Bullying of Students - Prevention and Response Policy](#)
- [Mount View High School 5 Ways to Wellbeing Framework](#)
- [New South Wales Department of Education Wellbeing Framework for Schools](#)





Our students will be actively connected to their learning, have positive and respectful relationships and experience a sense of belonging to their school and community.



Our students will be respected, valued, encouraged, supported and empowered to succeed.



Our students will grow and flourish, do well and prosper.

# High Expectations

The vision statement at Mount View High School is “**high expectations and opportunities for all to thrive**”. This is achieved through creating a quality learning environment that supports students and teachers to work productively and is focused on learning, delivering a high standard of intellectual quality where pedagogy focuses on deep understanding and learning has significance and is meaningful to the students.

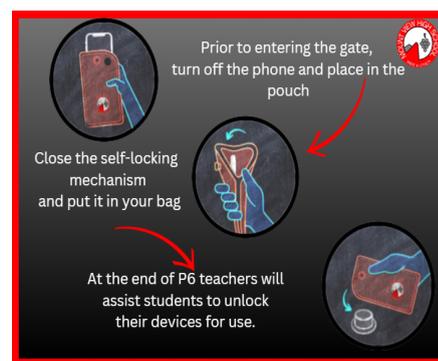
# Rationale

This policy supports maintaining high expectations by minimising the disruption to teaching and learning that can occur due to the inappropriate use of mobile phones. It also serves to minimise the impact of the negative effects to the wellbeing of students that can be attributed to the misuse of mobile phones. This includes the use of mobile phones to harass, intimidate or bully other students. The mobile phone ban will also provide greater opportunities for social interaction and physical activity during recess and lunch times.

# Procedures

In accordance with New South Wales Department of Education Mobile Phone Policy, students **are not to** use mobile phones while in a **school related setting** at any time (including breaks). School-related settings include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students, such as excursions, camps and sports carnivals unless advised by the school.

Mount View High School will provide each student with an individually identified personal **Phone Locker Pouch** in which to place their mobile phone. The Phone Locker Pouch remains the property of Mount View High School. It is the student’s responsibility to care for the pouch and bring it with them to school every day. **Phones must be turned off and locked in a pouch prior to entering any school-related setting.** Phones will be unlocked at the conclusion of the school day or school-related event. In addition to mobile phones, digital devices that have the capability to make and or receive calls, messaging capabilities or control wireless headphones are included in the ban and procedures.



# Daily Process

Students are responsible for ensuring they follow and comply with the procedures related to mobile phones. As of Term 4, 2023 **mobile phones are not allowed to be used within a school setting.**

When	What	Who
Arrival at school	<ul style="list-style-type: none"> <li>Prior to entering the school site, all mobile phones are required to be <b>turned off and placed in the locked pouch</b> for the full school day.</li> </ul> 	Students
	<ul style="list-style-type: none"> <li>Each student will maintain possession of their mobile phone inside their Phone Locker Pouch for the duration of the school day.</li> </ul>	Students
	<ul style="list-style-type: none"> <li>Students who bring a phone to school but do not have their Phone Locker Pouch will be required to hand their phone to a deputy principal for the school day.</li> <li>The phone will be secured safely and can be collected and at the end of the school day.</li> <li>Students who have <b>lost or damaged their pouch should not bring their phone</b> to school until they have purchased a replacement pouch from the front office (\$20)</li> </ul>	Student + parent
Period 1	<ul style="list-style-type: none"> <li>The classroom teacher will check that all students have a phone pouch, and that students have secured their phone in period 1.</li> </ul>	Student + teachers
	<ul style="list-style-type: none"> <li>Students who do not comply with this rule will have their phone confiscated.</li> <li>The phone will be secured in the front office.</li> <li>Students can collect it from the front office at the end of the school day.</li> </ul>	Student + teachers + deputy principal
Recess/Lunch	<ul style="list-style-type: none"> <li>Students will be required to use a physical debit card or cash when using the school canteen. Students will not have access to their phone to make payments.</li> </ul>	Student
	<p>Emergencies/checking work rosters etc</p> <ul style="list-style-type: none"> <li>Should a student need to check a work schedule or afternoon transportation instructions they can request access to their phone by attending the Restorative Room.</li> <li>Students will check-in with the deputy or teacher on duty in the Restorative Room:               <ul style="list-style-type: none"> <li>unlock their phone.</li> <li>sit in their allocated seat to utilise their phone.</li> <li>re-lock when exiting</li> </ul> </li> </ul>	Student + deputy principal

	<ul style="list-style-type: none"> <li>This is to only be used sparingly to communicate with parents that otherwise could not be resolved by the parent contacting the front office.</li> </ul>	
<b>Period 6</b>	<ul style="list-style-type: none"> <li>At the end of period 6, each class teacher will facilitate the unlocking of student phone pouches. Students can also utilise one of the multiple unlocking stations that will be mounted at designated exit locations at the end of the day.</li> </ul> 	Period 6 teachers + students
<b>Late arrivals</b>	<ul style="list-style-type: none"> <li>Students arriving late will have their phone pouch checked at the attendance office and by the classroom teacher of their first lesson.</li> </ul>	Student + attendance staff
<b>Early Leavers or Sick Bay</b>	<ul style="list-style-type: none"> <li>Students that leave early will be able to unlock their phone as they exit via the attendance office and or sick bay.</li> </ul>	Student + attendance staff
<b>Emergencies</b>	<ul style="list-style-type: none"> <li>Students that require emergency access to their phone will need to see a deputy principal.</li> </ul>	Student + deputy principal
<b>Medical conditions</b>	<ul style="list-style-type: none"> <li>Students with a medical condition that requires the use of their mobile device (i.e., diabetes monitoring) may be granted a <b>partial exemption</b> where they can unlock their device with a designated staff member, utilise the appropriate app, then re-lock the pouch.</li> <li>Exemptions will be included in students' health care plans.</li> </ul>	Student + first aid office



# Responsibilities - Student(s)



When	What
Term 4 2023	Take possession and care for the Phone Locker Pouch. Sign the register that you take possession and understand the NSW DoE and MVHS Mobile Phone Policy and Procedures.
Daily	Bring Phone Locker Pouch to school every day.
	<b>Turn the mobile phone off</b> and secure it in the Phone Locker Pouch and place it in their school bag.
	Hand phone to a deputy principal should they not have their Phone Locker Pouch.
	Look after their individualised Phone Locker Pouch and not share or lend with another student.
Periodically	Should a student be unwell or injured then they are to attend the first aid office who will contact the parent and or carer.
Periodically	If a parent or carer needs to get a message to their child, they can contact the front office who will get the message taken to the student.
Periodically	Phone Locker Pouch inspected to ensure they are still functional and being kept in good order. Students' pouches that are damaged and or graffitied will be either: <ul style="list-style-type: none"> <li>• surrendered and billed (\$20) OR replaced as determined by the principal.</li> </ul>
<p><i>Students who have lost or damaged their pouch should NOT bring their phone to school until they have organised a replacement pouch. Students will be required to pay a fee of \$20 for the replacement pouch.</i></p>	

## Parents and carers

Parents and carers have a vital role in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services. This includes supporting the implementation of mobile phone policy and procedures and taking responsibility for their child's use of digital devices and online services at home such as age and content restrictions.

When	What
Daily	<ul style="list-style-type: none"> <li>• Support implementation of this policy by ensuring your child has their pouch every day and remind them of their responsibilities.</li> </ul>
When required	<ul style="list-style-type: none"> <li>• If needing to contact their child, call the school office and they will get a message to the child.</li> <li>• If you need to collect your student, we will arrange for them to meet you at the attendance office.</li> </ul>
When required	<ul style="list-style-type: none"> <li>• Should the student damage or lose their pouch, organise a replacement with the front office. There will be a fee of \$20 for the replacement pouch.</li> <li>• Not allow their child to bring their mobile phone to school until a replacement has been organised.</li> </ul>
Periodically	<ul style="list-style-type: none"> <li>• Check your students Phone Locker Pouches that it still functional and being kept in good order.</li> <li>• Report any defects or issues to the school.</li> </ul>

As with all valuable items, students are strongly discouraged from bringing mobile phones to school due to the potential for loss, theft or damage of the item.

# Consequences

Students who breach the Mount View High School Mobile Phone Policy and Procedures will have their phone confiscated and managed via our [Mount View High Behaviour Support and Management Plan](#).

<b>First offence</b>	Phone confiscated and secured in front office.  Parents notified in writing.  Student collects at end of day
<b>Second offence</b>	Phone confiscated and secured in front office.  Written formal warning of suspension.  Parents contacted to collect the phone
<b>Continued offence</b>	Phone confiscated and secured in front office.  Suspension considered.  Parents contacted to collect the phone



# Students Frequently Asked Questions (FAQ)



- **What if I don't possess a mobile phone or have not brought it to school that day?**

*There is no requirement to bring a mobile phone to school. You will need to keep the Phone Locker Pouch in your bag.*

- **Can I use my phone before and after the school day?**

*Yes. As soon as you arrive at school, all mobile phones should be switched off and locked in your Phone Locker Pouch. Mobile phones cannot be accessed until the end of the day.*

- **How will I access my timetable?**

*You will be provided with a printed copy of your timetable. At any time, should you be unsure of where you are meant to be you can find out at the attendance office or ask a staff member to check for you.*

- **What if I need to contact my parent(s)/carer during the school day?**

*As always, in an emergency, you will always be able to call home through the school office.*

- **What if my parent(s)/carer needs to contact me in the event of an emergency?**

*In the case of an emergency, your parent/carers can contact the school via the front office using the school's number published on the website. A message will then be passed on to you by your teacher, if required.*

- **What if I catch a bus? How will I unlock it before getting on the bus?**

*All students will be able to unlock their phones prior to the end of period 6. There will also be a series of unlocking stations available for students to unlock their phones as they walk to the pedestrian crossing, as well as available at the bus bay.*

- **What if I have a medical condition that requires me to use my phone to record or monitor medical information?**

*If you require the use of a mobile phone for medical or other reasons, you will be granted a partial exemption and the details of any exemption will be added to your learning support or individual education plan. You, your teachers, and parents/carers will be made aware of this exemption.*

- **How do I know if I am allowed to use my phone for medical reasons?**

*You will be officially informed by the school about the full details of any exemption granted and the terms of use for that exemption.*

- **What if the school goes into lockdown or lockout?**

*In the case of a lockout or lockdown, the school will make your parents or carers aware of the situation. If needed, your parents can also contact the school via the front office.*

- **I use my phone to purchase food from the canteen or sport. How will I pay for things?**

*Cash and or cards will still be accepted for payments at the canteen and front office. Students are encouraged to bring their EFTPOS/debit cards to school with them to enable cashless transactions.*

- **Can I bring my laptop or iPad to school?**

*Yes. Laptops and tablets are managed through MVHS and NSW DoE Bring Your Own Device (BYOD) policy and procedures.*

- **Can I use my phone for classwork?**

*No. Teachers will provide a range of other digital devices that are more suitable and conducive to student learning.*

- **Can I use my Bluetooth headphone or air pods?**

*No. Headphones are prohibited in the classroom unless you have a partial exemption with a Individual Education Plan (see below). You may use your headphone/airpods when transporting to and from school. Headphones may be used in the playground if students are using an ipod or similar device. You cannot use your phone as the device to control the headphones.*

- **What if my headphones/air pods are for a medical/ health reason?**

*You will require documentation from a medical practitioner explicitly indicating that the use of headphones is for a medical and or health reason. The Learning and Support Team will meet with you and your parent and update your Individual Education Plan. You will be provided a card indicating the times and or periods you have permission to use your headphones. Your phone will not be available to support the headphone so you will need to carry an alternative device that does not have the capability to make and or receive calls or messaging capabilities.*

- **What if I am unsure of the afternoon plans and my parents would normally contact me to let me know to catch the bus or not?**

*Initially we ask that your parent/carer contact the front office who will get your message to you. In addition, for those rare occasion's you will be able to unlock your phone and check messages in the restorative room at breaks with the deputy principal. Students will need to check in, sit in a designated area, check messages then re-lock their pouch.*

# Parent, carers and community Frequently Asked Questions (FAQ)



- **Will I have to pay for the phone locker pouch?**

*No. Mount View High School will purchase the pouches and they will remain the property of the school. Should the student lose or damage the pouch then a parent will have to purchase a replacement pouch at \$20.00 each.*

- **Will my child have access to their phone on the way to and from school?**

*Yes. Your child has access and may use their phone prior to entering the school or school related setting. Towards the end of period 6 the classroom teachers will facilitate the unlocking of the devices. Students' will have access to the phone whilst waiting for the bus, on the bus, and or walking home.*

- **Can students access their phones during private study or minimally supervised periods?**

*No. Students will not be permitted to access their phones during these times.*

- **How will my child access their timetable?**

*Students will be provided with a printed copy of their timetable. At any time, should they be unsure of where they are meant to be, they can find out at the attendance office or ask a staff member to check for them. Additional printed copies of the timetable can be provided to them. We suggest laminating the timetable or having your child keep their timetable in their pencil case.*

- **What if a student needs to make an urgent phone call home?**

*Students are to make a request with a deputy principal, who can facilitate a phone call home.*

- **What if a student with a medical condition requires their phone?**

*If your child has diagnosed medical or health related requirements, you may apply for a partial exemption. You will require a letter from your medical practitioner explicitly stating the need for the device, a meeting with MVHS Learning and Support Team and an amendment to your child's Individual Education Plan or Health Care Plan.*

- **What if the school goes into lockdown or lockout?**

*In the case of a lockout or lockdown, you will be notified via phone call or text message. You can also contact the school via the front office using the school's contact information available on the website. Students using phones during a lockdown has always been a restricted department of education practice.*

- **What happens with mobile phones on excursions?**

*Mobile phones are not permitted to be used in school related settings and this includes excursions. If the excursion is overnight, extend outside normal school hours or over a number of days and nights, special information will be provided to you via the excursion permission note.*

- **What happens with mobile phones during sport?**

*Sporting activities are considered part of the normal school day and a mandatory subject for all students 7-10. The policy is enforced for school sport activities. Exemptions may apply for specific sporting activities that are held off school grounds. In these cases, information will be included in the sports activity information and permission form.*

- **What if a student does not comply with the mobile phone ban and accesses their phone during the school day?**

*First offence, the phone is confiscated, secured safely and parents are notified in writing. Second offence, the phone is confiscated, safely secured and a formal caution of suspension issued. The parent and or carer will be required to collect the phone. Third offence, the phone is confiscated, safely secured and suspension from school considered. The parent/carers will be required to collect the phone.*

- **How will the school manage increased numbers of parent phone calls during the day, as a result of the ban?**

*The school has an updated phone system. There are now unlimited lines out to contact parents and improved procedures for answering incoming calls.*

- **What if my child needs to purchase food at the canteen or pay for sport?**

*Students can pay using cash or with an EFTPOS / debit card.*

- **Can my child use their phone in class for coursework?**

*Students will not be permitted to use their mobile phone for classwork. The school has access to a range of other digital devices that are more suitable and conducive to student learning.*

- **What happens if my child is injured or sick and the school needs to arrange a parent to pick them up?**

*Students that attend sick bay will be assessed. The office will contact the parent and or carer if needed. In certain circumstances an emergency contact may be contacted. Student mobile phones will be unlocked on exit as per procedures above.*

- **Will the school send a message to my child if I need to contact them?**

*Yes. Messages from parents to students will be passed on in a timely and confidential manner.*

- **What if I want my child to leave their phone at home?**

*There is no requirement to bring a mobile phone or related accessories to school. They will still need to bring the Phone Locker Pouch in their bag each day.*

- **What if I am unsure of the afternoon plans and need to let my child know to catch the bus, walk or be picked up or they need to check their work roster?**

*Initially we ask that you contact the front office who will get your message to your child. In addition, for those rare occasion's students will be able to unlock their phone and check messages in the restorative room at breaks with the deputy principal. Students will need to check in, sit in the designated area, check messages then re-lock their pouch.*

- **Will my child still have their phone and be able to use it?**

*Yes. Before arriving at school and as they leave the school gates students may use their phone. Phones are expected to be turned off and placed in the pouch on arrival to school (entering the gate) and will be unlocked at the end of period 6 each day. Students can use their phone on the bus to and from school.*

- **Can my child use headphones/airpods?**

*No headphones/airpods or listening devices may be used in a classroom. Your child may use headphones transporting to and from school but need to put them away when entering the school gate. Headphones may be used in the playground if they are using an alternate device such as an ipod. Students cannot use their mobile phone to control the headphones. Students will need to demonstrate they are not using their phone to control the headphones when reequested.*

- **What if my child requires headphones/air pods are for a medical/ health reason?**

*You will require documentation from a medical practitioner explicitly indicating that the use of headphones is for a medical and or health reason. The Learning and Support Team will meet with you and your child and update thier Individual Education Plan. They will be provided a card indicating the times and or periods they have permission to use their headphones. The phone will not be available to support the headphone so they will need to carry an alternative device that does not have the capability to make and or receive calls or messaging capabilities.*