

# Students' use of Mobile Phones in Schools Management Plan 'Off and Away' from Gate to Gate



## Rationale and Objectives

Ryde Secondary College supports the restrictions on the use of mobile phones 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 at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, whilst reducing the potential for online bullying. Ryde Secondary College has strong teaching and learning practices to support students in the classroom using various forms of appropriate technology, which maximise the benefits and minimise 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.

Ryde Secondary College has elected to use the following approach. All mobile phones will be 'off and away' for the full school day, from the moment a student enters the school gates, 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.

## Exemptions

Ryde Secondary College understands there may be students who have a medical need which will require them to access a mobile phone as defined in this plan. Students with special needs, particularly medical needs, may apply for an exemption. These will be considered on a case-by-case basis. Applications must be made in writing, using the "Mobile Phone Exemption" form below and submitted to the Deputy Principal responsible for your child's year group. Exemptions will be granted in consultation with teachers, students and families, and will require an agreed implementation plan, which will be completed during this consultation process.

## Contacting students

Ryde Secondary College 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 students' learning. Parents and carers can make contact with the school through the school office on 0298094894 and students will also be able to contact parents or carers through the school office if urgent.

# Procedures for the Misuse of Phones

If a phone is seen or in use on the school grounds or during a school activity such as an excursion, the phone will be confiscated by the teacher, placed in an envelope with the student's name on it and taken to the office at the teacher's earliest convenience.

**In class** - The teacher is to record the incident on Sentral, and take the phone to the office at the end of the lesson. If the phone is confiscated during period 5, the teacher will return the phone to the student at the end of the lesson.

**On school grounds, out of class, including study periods** - The teacher is to confiscate the phone, place it in an envelope and take the phone to the office at the end of their duty or earliest convenience. The office staff will record the incident on Sentral.

Any student who refuses to hand over their phone will have their parents contacted to discuss a personalised management strategy which may include parents collecting their child from school or the options available for students with repeat confiscation of their phones.

## **Repeated confiscation of a student's phone**

The Deputy Principal will monitor Sentral entries for repeat phone entries. Students with multiple entries will have a negotiated plan developed in consultation with the student and parent. Possible outcomes:

1. Student will hand their phone in to the office at the beginning of the day and collect it at the end of the day
2. Student will attend the office in the morning and have their phone placed in a 'phone pouch'. They will then have the phone in their possession and return to the office at the end of the day to have their phone unlocked.
3. Student keeps their phone at home.

Continued use of their phone by a student will result in the student being addressed according to the school's behaviour policy.

# Mobile Phone Procedures

**Student is following the 'Off and Away – Gate to Gate' Policy**  
 Student turns their phone off when walking into the school gate and keeps it off and out of sight for the school day until they leave the school



**Student is NOT following the 'Off and Away – Gate to Gate' Policy**  
 Mobile phone is seen or in use.

**In class**

**On school grounds - Before school, recess, lunch, study period, etc**

**Roll call to period 4**  
 Teacher confiscates the phone and places it in an envelope. Teacher records the incident on Sentral. At the end of the lesson, the teacher takes the phone to the office.

**Period 5/Sport/Excursions**  
 Teacher confiscates the phone and places it in an envelope. Teacher records the incident on Sentral. The phone is returned to the student at the end of the lesson/sport/excursion.

The teacher confiscates the phone, places it in an envelope and take the phone to the office at the end of their duty or at their earliest convenience. The office staff will record the incident on Sentral.

Student collects the phone from the office at the end of their school day

Refusal to hand over the phone will result in the student being addressed according to the school's behaviour policy eg parents contacted and asked to collect their child from school.

**Repeated confiscation of a student's phone**  
 The Deputy Principal will monitor Sentral entries. Students with multiple phone incidents will have a negotiated plan developed in consultation with the student and parent. Possible outcomes:

1. Student will hand their phone in to the office at the beginning of the day and collect it at the end of the day.
2. Student will attend the office in the morning and have their phone placed in a 'phone pouch'. They will then have the phone in their possession and return to the office at the end of the day to have their phone unlocked.
3. Student keeps their phone at home.

Continued use of their phone will result in the student being addressed according to the school's behaviour policy.