



KEIRA HIGH SCHOOL

Address: Lysaght Street, Fairy Meadow, NSW 2519
Postal: P O Box 19, Fairy Meadow, NSW 2519
Website: www.keira-h.schools.nsw.edu.au

Telephone: (02) 4229 4644
Facsimile: (02) 4226 9983
Email: keira-h.school@det.nsw.edu.au

Keira High School: Student Use of Digital Devices and Online Services Procedure 2023

These procedures promote the learning, safety and wellbeing of students and the management of any risk of harm and distraction from the use of digital technology accessed via a mobile phone, smart watch, or other personal electronic device.

The aim of this policy is to provide:

- a safe environment to learn without inappropriate mobile phone use or distractions.
- greater opportunities for social interaction and physical activity during recess and lunchtimes.

Rationale and Objectives

Keira High School supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy
<https://education.nsw.gov.au/policy-management-schools/student-use-of-mobile-phones>

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, while reducing the potential for online bullying. Keira 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.

The use of technology is important, but the risks and benefits need to be managed. A summary of research used to inform this policy can be found at the end of this document.

The Procedures

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.

Keira High School has elected to use the following approach:

All mobile phones will be **OFF AND AWAY, GATE TO GATE** 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.

Exemptions

Keira 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 principal and completing the Mobile Phone Exemption Application (Appendix 4). In the case of a health condition, 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 alongside parents and complete the Phone Exemption Plan. For example, the Plan may outline a process by which students check their phones as required in consultation with the Deputy Principal.

Families of students in which they require exemption will be referred to the Phone Exemption Flow Chart (Appendix 4).

Note: No Phones to be used for Canteen Purchases, including those who have exemption.

Contacting students: Parent/ Carer, Workplaces and Health Services expectations

Keira 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.

In accordance with the procedures parents/carers will:

- Contact the school Front Office to pass on messages rather than contacting a student directly on their device

In negotiation with Deputy Principal/ Principal and 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 staff.

- Understand that the school takes no responsibility for loss or damage to phones or personal electronic devices.
- Work collaboratively with the school and help reinforce Keira High School's Use of Mobile Phone (Personal Devices) Procedures with their child/ren.

Keira High School will send important messages via Sentral messaging and NSW Education app in the event of emergencies.

Contacting students: Workplaces and Health Services expectations

In accordance with the procedures:

- Students to inform workplaces and health service providers to not contact them during school hours
- Contact the school Office to pass on messages rather than contacting a student directly on their device

In negotiation with Deputy Principal/ Principal and for acceptable reasons only, students will be permitted to use a phone in the front office to contact their workplaces or Health services under the supervision of staff.

Student Expectations

- Mobile phones and listening devices are to be **'off and away, gate to gate'** from the time students enter school grounds in the morning until they have left school grounds at the end of the day. This includes before school and at break times.
- Students must switch their smart watch to 'airplane mode' for the duration of the school day.
- 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.

- BYO or school issued laptops are NOT part of the ban

Teachers may allow students to use listening accessories with their laptops as required for learning activities.

- Students will place their mobile phone or electronic device into the **Phone Breach Envelope** (Appendix 3) immediately if asked by a teacher or member of staff if instructed. The envelope will be delivered by the student to the office, who will store the device in an Admin safe.
- Students using headphones, ear pods or ear buds, will have these items plus their phone confiscated and placed in the envelope to be handed in at the office.
- Failure to follow the discipline code will incur more severe consequences, including Formal Caution to Suspend, or a Suspension, for persistent failure to follow school procedures and the Schools Behaviour and Discipline Procedures.
- 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.
- **Purchasing at the canteen** -Students will be required to use a card/cash to pay for purchases at the canteen. Phones are not to be used for purchases.

Consequences

- If requested by a teacher or staff member, students will immediately place their mobile phone or electronic device into the **Phone Breach Envelope** (Appendix 3). The envelope will be delivered by the student to the office where it will be securely stored in an Admin safe. The staff member will record the incident on Sentral >Negative > Responsibility. Office staff will give student receipt of phone being confiscated. Student will show the teacher involved the receipt.

- Consequences will be applied according to the school's Behaviour and Discipline policy. These include but, are not limited to:
 - 1st offence per term: Confiscation of the device until the end of the day. Student counselled about appropriate phone use and warned of further consequences
 - 2nd offence per term: Confiscation of the device until the end of the day. Reflection activity with the teacher. Student completes reflection sheet during detention and discusses strategies to improve.
 - 3rd offence per term: Confiscation of the device until the end of the day. Reflection activity with the Head Teacher during Afterschool detention. Student completes reflection sheet during detention and discusses strategies to improve..

- 4th offence per term: Confiscation of the device until the end of the day. Formal Caution of Suspension. Red monitoring card. Student to hand in phone to office while on monitoring card. Reflection activity with the Deputy Principal during Afterschool detention. Student completes reflection sheet during detention and discusses strategies to improve. Mentor agreed upon to support student.
- 5th offence per term: Student suspended

Further consequences may include:

- Confiscation of the device until such time as their parent or caregiver can attend school to collect the device.
- Withdrawal of a student privilege to bring their phone to school.

A student who refuses to follow the confiscation procedures will be referred to the Head Teacher, Deputy Principal or Principal.

The student will be provided the opportunity to hand over their phone for confiscation.

If they refuse:

- Parent/ carer will be called to collect the phone
- If parent/ carer unable to attend the school, the student will remain in the office until they can attend. The student will be unable to return to class or into the playground while they have their phone/
- Possibility of Formal Caution of suspension or suspension

It is appropriate to confiscate devices from students when:

- Students have failed to meet the school's expectations relating to appropriate use of mobile phones or other personal electronic devices.
- Have and use phones or devices in contrary to this policy.
- 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.
- In cases where students have bullied, threatened, or harassed other students or staff via a device or where the device has been used to film, take photographs, or display inappropriate material.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaints process. If the issue cannot be resolved, please refer to the Department's guide for making a complaint about our schools (<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions>).

Discipline and Student Behaviour Management

1. **In class**, any students with a phone/device out of their bag will be required to place the device in a KHS Phone envelope, clearly marked with the student's details and phone condition. The envelope will be delivered by the student to the office, who will securely store the device in an Admin safe. Student returns to class, showing teacher their OCA and receipt. Teacher records incident on Sentral > Negative > Responsibility.

In the first instance, the phone will be returned to the student by a Deputy Principal at the end of the day.

Failure to follow the discipline code will incur more severe consequences, including Formal Caution to Suspend, or a Suspension, for persistent failure to follow school procedures and the Schools Behaviour and Discipline Procedures.

2. **In the playground** any student with a phone/device out of their bag will be instructed to place their phone in a KHS Phone Breach Envelope. The student will deliver the envelope to the office, who will securely store the device in an Admin safe. Student returns to teacher, showing teacher their OCA and receipt. Teacher records incident on Sentral > Negative > Responsibility.

In the first instance, the phone will be returned to the student by a Deputy Principal at the end of the day.

3. **Students who fail to cooperate with the above process** will be referred immediately to the Head Teacher faculty or Head Teacher on duty. The envelope will be delivered by the student to the office, who will securely store the device in an Admin safe. Teacher records incident on Sentral > Negative > Responsibility.

The Head Teacher will contact the parent/carer and the student will be referred to the behaviour and Discipline Procedures. The Deputy Principal will organise for collection of the device pick up with parent (Parent/Student by arrangement with DP). A mobile phone breach will be recorded on Sentral by the Teacher. In addition, due to the continued behaviour, a Negative Incident is created by the Deputy Principal (Continued Disobedience- failure to follow instructions) and the Phone Breach is referred by the teacher to Deputy – HT adds additional actions.

4. **Students who fail to follow Head Teacher instructions** will be referred immediately to the Deputy Principal. The Deputy Principal will confiscate the phone and contact the parent/carer to organise for collection of the device. Persistent failure to follow instructions and follow reasonable requests, will be referred to the Deputy Principal. Consequences may include Formal Caution to Suspend, or a Suspension for persistent failure to meet the procedures of this policy and the School's Behaviour and Discipline Policy.

5. **Students with multiple mobile phone breaches** or device misuse entries will be referred to the Deputy Principal and the Year Advisor. An improvement plan will be formulated, in partnership with parents/carers. This may include consequences, such as a Formal Caution to Suspend, or a Suspension for persistent failure to meet the procedures of this policy and the School's Behaviour and Discipline Policy

Evaluation

This policy has been created, Week 6 Term 4, 2023 and will be again in the first year of implementation and subsequent years on a 3-year cycle.

Implementation of the procedures and timeline

Term 3 2023 Week 6

Letters to all parents outlining the policy and procedures.

All Students are informed of the policy.

Student Handbook updated, along with all online platforms and communications.

2023 Term 3 Holiday Break – Communications continued with further information and reminders going to students and parents.

Weeks 1 and 2, Term 4 2023 Executive welcome students at all gates reminding them of the new policy, this will continue as needed.

Week 1-4 Year Advisors and Sports Captains will hold activities in the playgrounds at all breaks.

Week 3 & 8 Term 1 Feedback gathered at Exec meeting and P&C Meetings. The school to consult with students, parents, and staff on the progress of the procedures and amendments were made as recommended.



KEIRA HIGH SCHOOL

Address: Lysaght Street, Fairy Meadow, NSW 2519
Postal: P O Box 19, Fairy Meadow, NSW 2519
Website: www.keira-h.schools.nsw.edu.au

Telephone: (02) 4229 4644
Facsimile: (02) 4226 9983
Email: keira-h.school@det.nsw.edu.au

Parent Information Letter Student Use of Digital Devices and Online Services Procedure 2023

Dear parents, caregivers and students,

The NSW Government has announced restrictions on the use of mobile phones in NSW high schools beginning in Term 4, 2023. Keira High School will be making changes to the way mobile phones are accessed by students during the school day. The new system is being implemented to increase focus in classrooms, remove distractions and to also promote positive social interaction, while reducing the potential for online bullying.

Important changes coming in Term 4

- The new mobile devices management plan at Keira High School will apply to mobile phones and will occur during all school hours, including break times such as during lunch and recess, as well as while students are on school-based excursions.
- Students will still be able to carry their phones while travelling to and from school.
- Parents/Carers and students wishing to apply for an exemption will need to contact a Deputy Principal to arrange a meeting.

How we will restrict mobile phone access

After careful consideration with our key stakeholders including the Student Representative Council (SRC), P&C, staff and executive teams, we have decided to proceed by using the option of Mobile Phones being turned off and kept out of sight, **to reduce the distractions of students in the classroom.**

What does this mean?

- Mobile phones and listening devices are to be **'off and away, gate to gate'** from the time students enter school grounds in the morning until they have left school grounds at the end of the day. Devices need to be left in student's bags or given to a teacher
- Students must switch their smart watch to 'aeroplane mode'.
- Parents/ Carers or outside organisations should contact the office to pass on messages.
- Mobile phones and/ or listening devices will be confiscated

We are excited to make our school a mobile phone-free space to improve learning and engagement, however, we will always make sure you can contact your child in an emergency. If you have any questions, please do not hesitate to contact the school directly on **4229 4644**. There will also be further information posted on school communication platforms.

Sincerely,

Mr Scott Frazier
Principal

Appendix 1. Keira High School – Mobile Phone 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 until they 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.

<p>Student has phone/device out of their bag</p>	<ul style="list-style-type: none"> • Students place their phone/device in the KHS phone envelope. • Teacher records incident on Sentral > Negative > Responsibility • Teacher directs student to take phone envelope to the Office • Teacher records issue on Sentral • Student hand over envelope at office. Staff places envelope in the Admin Safe and gives student receipt. • Student will return to class with a OCA signed and receipt. • Phone will be collected from Office at 3.00pm.
<p>Student does not comply with the above instructions. – Refer to HT.</p>	<ul style="list-style-type: none"> • HT will instruct student to place phone/device in the KHS phone envelope. • Student delivers envelope to DP. • Teacher records issue on Sentral • Student hand over envelope at office. Staff places envelope in the Admin Safe and gives student receipt. • Student referred to the Behaviour and Discipline Policy. • HT contacts parent and negotiates phone pick up (parent/student). • In addition to mobile phone breach record, a negative incident will be created by HT – defiance/refusal to follow instructions. • HT will add additional actions to the Mobile Phone Breach entry.
<p>Student does not comply with the above instructions. – Refer to DP.</p>	<ul style="list-style-type: none"> • HT refers incident to DP. • DP will confiscate phone from student and place in phone envelope. • Teacher records issue on Sentral • Staff places envelope in the Admin Safe and gives student receipt. • Parent is required to collect phone from school (or as negotiated with DP) • Ongoing failure to follow instructions – DP notified by HT and recorded on Sentral. • Consequences may include a ‘Formal Caution to Suspend’ or ‘Suspension’ as recommended to the principal. • DP will add additional actions to the Sentral entry.
<p>Return from Suspension Plan</p>	<ul style="list-style-type: none"> • Returning from Suspension – Suspension Resolution may include Phone to remain at home. • Note: Unresolved Suspension if the requirements are not met on return to school. The Deputy Principal recommends to the principal to extend the suspension until reasonable requirements and procedures are met by the student. • Student referred to Year Advisor and Deputy Principal for support on plan.
<p>Playground phone incidents</p>	<ul style="list-style-type: none"> • Follow the same procedures as above. • Teachers will have phone envelopes on duty. • HT support provided by HT on Duty each day.

Appendix 2. Research - Mobile phone use in the classroom

There is extensive research emerging on the use of mobile phones by young people. Included below is an edited review of the available literature.

How smart is it to allow students to use mobile phones at school? Reports on a study of mobile phone bans in England. The bans led to:

- Improvements in student achievement
- An increase in test scores for students aged 16 by an amount equal to adding five extra days to the school year.

Lower-achieving students made the greatest improvements.

<https://theconversation.com/how-smart-is-it-to-allow-students-to-use-mobile-phones-at-school-40621>

Mobile phones in the classroom: A helpful or harmful hindrance? outlines recent research. Phones can be a distraction and their removal from the classroom can see an improvement in student performance. Students who did not use smartphones in a lecture wrote 62 per cent more information in their notes and recalled more information than peers who were using their phones.

<https://psychopaedia.org/learning-and-development/mobile-phones-in-the-classroom-a-helpful-or-harmful-hindrance/>

'Schools need to react quickly': Education expert urges smartphone ban discusses smartphone use in schools. According to Finnish expert Dr Sahlberg, smartphone distraction is one of the main reasons why Australia is sliding down Programme for International Student Assessment (PISA) rankings.

<https://www.smh.com.au/national/nsw/schools-need-to-react-quickly-education-experturges-smartphone-ban-20180525-p4z4zm4.html>

Research – Cognition and smart phone use

Smartphones and Cognition: A Review of Research Exploring the Links between Mobile Technology Habits and Cognitive Functioning is a review of academic research on mobile phones. The review looked for evidence of effects of smartphone use on cognition. It reported that habitual smartphone use may have a negative and lasting impact on users' ability to:

- think
- remember
- pay attention
- regulate emotion.

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5403814/>

The Mere Presence of Your Smartphone Reduces Brain Power, Study Shows The research finds it does not matter whether a smartphone is on or off or lying face up or face down on a desk - having a smartphone within sight or within easy reach reduces a person's ability to focus and perform tasks, because part of their brain is actively working to not pick up or use the phone.

<https://news.utexas.edu/2017/06/26/the-mere-presence-of-your-smartphone-reduces-brain-power/>

Research - Smartphones use by children and young people and wellbeing. Increases in Depressive Symptoms, Suicide-Related Outcomes, and Suicide Rates Among U.S. Adolescents After 2010 and Links to Increased New Media Screen Time shows that, on average, teenagers are spending six hours per day:

- using the internet
- texting friends
- using social media.

The surveys explore the links between the use of smartphones, particularly social media, and increases in depression, anxiety, and reduced happiness.

<https://journals.sagepub.com/doi/full/10.1177/2167702617723376>

Dopamine, Smartphones & You: A battle for your time, a Harvard University blog discusses our desire to connect and seek validation through technologies and how this can lead to anxiety, poor sleep, and unsuccessful social interactions. The blog explains how mobile phone content can influence our 'dopamine pathways and lead to a battle for increasingly of the users' time.

<http://sitn.hms.harvard.edu/flash/2018/dopamine-smartphones-battle-time/>

The Social Dilemma is a Netflix documentary-drama hybrid that examines the many ways social media and social networking companies have manipulated human psychology to rewire the human brain and what it means for society in general. One of the most striking sections of the documentary is the one that touches on the vulnerability of teenagers who use platforms like Facebook, Snapchat, Instagram, and multiple others every single day and have been moulded by social media's influences. This section of the film is highlighted by statistics on depression, anxiety, and even suicide rates of teenagers that correlate with the rise of social media.

https://www.youtube.com/watch?v=9y_KiBxKePI&feature=youtu.be

As always there is a contrary view so please also check out this short ABC (Australian Broadcasting Corporation) RN evaluation https://youtu.be/9y_KiBxKePI

Appendix 3: Mobile Phone Breach Envelope

Mobile Phone Breach

Student Name	Year
Teacher	Head Teacher
Deputy Principal/ Principal	Confiscation date & time

Phone Condition: Indicate any damage on the phone (cracks, breaks)



Final Checks:

- Phone is turned off
- All personal items removed (cards, money etc)

Student Signature

Staff confiscating device Signature

Appendix 4. Phone Exemption Flow Chart, Application and Plan.

4.1 MOBILE PHONE EXEMPTION – FLOW CHART

Step 1	Parent contacts Deputy Principal for information on obtaining an exemption to the KHS mobile phone policy. Discussion occurs around possible eligibility for exemption as per mobile phone policy. Parent is given Mobile Phone Exemption Application.
Step 2	Parent completes application for phone exemption and gathers any required documentation e.g., medical certificates. Parent contacts Deputy Principal to make appointment to further review eligibility and create a plan around eligibility.
Step 3	Appointment with Deputy Principal to discuss and complete the Phone Exemption Plan around phone/device use.
Step 4	Application for Phone Exemption + Exemption Plan for student with a phone exemption + Required documentation to be submitted to Principal for final approval.
Step 5	Final approval communicated with parents via Deputy Principal. Student issued with a Phone Exemption card and Sentral Flag.
Step 6	Paperwork given to SAO and SAO to place data into Mobile Phone Exemption under 'Plans' in Sentral and notify class teachers. Paperwork filed in student file



KEIRA HIGH SCHOOL

Address: Lysaght Street, Fairy Meadow, NSW 2519

Postal: P O Box 19, Fairy Meadow, NSW 2519

Website: www.keira-h.schools.nsw.edu.au

Telephone: (02) 4229 4644

Facsimile: (02) 4226 9983

Email: keira-h.school@det.nsw.edu.au

4.2 Phone (Personal Devices) Exemption Application

Name:	
Year:	
Deputy Principal:	
Parent/ Carer:	
Parent Carer Contact:	
Outline the health / wellbeing Mobile Phone procedure needed for this exemption?	
Is medical exemption/information/evidence attached?	YES / NO
Have you met with the DP to develop an appropriate phone plan?	YES / NO
Phone Plan attached:	YES / NO
Principal Exemption Approval	YES/NO
Signature:	Date:
<p>** Please bring all relevant documentation to the meeting with your child's DP where a plan will be designed in consultation with all parties.</p>	

OFFICE USE ONLY

- Plan created in Sentral.
- Phone Exemption Card created and given to DP to deliver to the student and notification to the parent.
- DP notifies parent that exemption is in place. Recorded on Sentral



KEIRA HIGH SCHOOL

Address: Lysaght Street, Fairy Meadow, NSW 2519

Postal: P O Box 19, Fairy Meadow, NSW 2519

Website: www.keira-h.schools.nsw.edu.au

Telephone: (02) 4229 4644

Facsimile: (02) 4226 9983

Email: keira-h.school@det.nsw.edu.au

4.3. Plan for Student with a Phone (Personal Devices) Exemption

Name:	
Year:	
Reason for Exemption	
Plan made in consultation with	
Outline how the phone will be used as recommended by the medical practitioner or similar. How the phone will be accessed in the classroom/playground to ensure appropriate use of the phone. Include: When/ Where/ Who	
Student signature:	Date:
Parent signature:	Date:
Principal/delegates signature:	Date:

*** Phone plan to be reviewed by Principal before final exemption approval is made.



KEIRA HIGH SCHOOL

Address: Lysaght Street, Fairy Meadow, NSW 2519

Postal: P O Box 19, Fairy Meadow, NSW 2519

Website: www.keira-h.schools.nsw.edu.au

Telephone: (02) 4229 4644

Facsimile: (02) 4226 9983

Email: keira-h.school@det.nsw.edu.au

Parent Information Letter Student Use of Digital Devices and Online Services Procedure 2023 APPLICATION FOR EXEMPTION

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.

Keira 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.

There are important changes coming in Term 4, which will impact all students.

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 through contact with the office.
- 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 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.

Considerations for exemption

If you have concerns about your child's 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.

Please contact your Deputy Principal for information and to apply for an exemption.

Principals 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 look forward to working with you to implement these changes in our school.

Sincerely,

Mr Scott Frazier
Principal