



## Peterborough High School Mobile Phone Policy

### Purpose

Peterborough High School understands that mobile phones are an important part of many young people’s daily lives and parents and caregivers may require their child to have a phone for variety of reasons. However, mobile phones have the potential to cause significant disruption to learning and teaching, safety and the efficient operation of our school.

This policy outlines appropriate mobile phones use whilst at school, to ensure the learning environment at Peterborough High School is safe, productive and free from interference and distraction.

This policy refers to mobile phones, however, the term also incorporates the use of other electronic devices including, but not limited to, iPods, personal iPads, personal laptops, electronic organisers, digital cameras, electronic games and the accessories of these items.

Students choosing to bring electronic devices to school do so at their own risk. The school is not responsible for the safekeeping, loss or damage students’ personal electronic devices.

### Roles and Responsibilities

Person / Group	Details
Students	<p>Between the hours of 8:30am and 3:15pm:</p> <ul style="list-style-type: none"> <li>• mobile phones are to be switched off and placed inside schoolbags.</li> <li>• in all classes, including study class, headphones are only allowed to be used to access materials verified as necessary by the subject teacher. The verification of these materials is done by providing links on the class Moodle or listing the resource on a task sheet. The streaming of music on school devices that is not a part of a specific task or assignment (as set by a subject teacher) is not allowed.</li> </ul> <p>When moving between classes or on a toilet or drink pass, recess, lunch and before school:</p> <ul style="list-style-type: none"> <li>• mobile phones are not to be used and are to remain in the student’s school bag.</li> </ul> <p>In all areas of the school, <b>at all times:</b></p> <ul style="list-style-type: none"> <li>• Students are to comply with the mobile phone instructions issued by their supervising teacher or leader.</li> <li>• Students are not permitted to take photographs, video or record images or voices of other students, staff members, volunteers or visitors without their consent.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Students may not use their mobile phones or devices to cause embarrassment or harm to other students, staff members, volunteers or visitors.</li> <li>• Students are not permitted to access any social networking sites.</li> </ul> <p>Excursions and camps are an extension of classroom lesson time with a specific learning objective and are therefore bound by the conditions above. In some circumstances the leader of a camp or excursion may provide an exception to this policy. This will be noted on the camp or excursion letter and will only be for practical purposes e.g. contacting parents to let them know an excursion will return late, or when students are travelling alone on Work Experience Camp.</p>
Classroom Teachers	<ul style="list-style-type: none"> <li>• The teacher will provide a student with one warning if their mobile phone is not off, or not in their school bag. There will be one warning per teacher for each student, regardless of how many subjects they have with that teacher. After this initial warning, the teacher will escalate the incident to an immediate confiscation.</li> <li>• The teacher will keep a record of which students they have issued a reminder to.</li> <li>• The teacher has the right to confiscate any device, for any breach of the Mobile Phone Policy.</li> <li>• The teacher will deliver the mobile phone to the front office administration SSO, where the parent or caregiver can collect it after the final school bell of the day.</li> <li>• A teacher who confiscates a phone will log the infringement on the Sentral management system before the end of the school day.</li> <li>• Subject teachers must provide verification of a resource requiring headphone access in a study by listing it on the task sheet or providing a link on the class Moodle.</li> <li>• Subject teachers must ensure suitable and relevant technology is able to be accessed for use in their subject, without relying on student mobile phones and devices.</li> <li>• Classroom teachers provide students with a safe location for their bag to be stored (e.g. in a classroom, not an unsupervised foyer).</li> <li>• Will use their own phones or devices for school business only, during class time.</li> </ul>

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Yard Duty Teachers	<ul style="list-style-type: none"> <li>• Yard duty teachers will not issue warnings to any students. If a mobile phone is seen before school, during recess or lunch it will be immediately confiscated.</li> </ul>
Parents and Caregivers	<ul style="list-style-type: none"> <li>• Please do not phone or send text messages to your child during the times that they are in lessons. If urgent contact needs to be made, please contact the front office administration SSO on 8651 2306 and they will pass on the information.</li> <li>• If your child phones you because they are unwell, please remind them that they are breaking the rules of the Mobile Phone Policy and direct them to report to the front office. You may then phone our administration SSO to let them know that your child has phoned you and make enquiries about whether they need to be picked up from school.</li> <li>• If your child phones you during the day because they are experiencing some other problem at school, please remind them that they are breaking the rules of the Mobile Phone Policy and direct them to talk to their homegroup teacher, year level coordinator or student wellbeing leader. A follow up phone call from you to one of these people would also be very helpful, so that we can assist your child in resolving their difficulty.</li> <li>• Please do not give your child permission, via their mobile phone, to leave school. The school has duty of care and must be able to account for all students at all times. For your child’s safety always communicate through the Front Office.</li> <li>• Please be aware that school staff will not invest time to investigate any theft or loss of any mobile phones or music device. Phones and devices are brought to school at the students own risk and, for that reason, students are discouraged from bringing them to school.</li> <li>• We do not allow individual students to be exempt from the general rules about electronic device use at school. Parents who have concerns about this policy should contact the school and arrangements can be made to ensure that their child is contactable while at school.</li> <li>• This mobile phone policy has been developed to ensure that all students can safely focus on their learning.</li> </ul>

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Administration SSO	<ul style="list-style-type: none"> <li>• Completes administrative elements of the confiscation of a mobile phone or device, ready for the device to be collected after 3:15pm that day, as outlined below.</li> </ul>
Year Level Coordinators	<ul style="list-style-type: none"> <li>• Support classroom teachers in circumstances where a refusal to hand a mobile phone over escalates beyond general classroom behaviour management.</li> <li>• Completes internal suspension and suspension processes where necessary.</li> <li>• Meets with parents and caregivers for caution meetings.</li> <li>• Are bound by the law to involve the police in circumstances where it is likely a mobile phone or device has been used to commit a criminal offence.</li> </ul>
Principal and Deputy Principal	<ul style="list-style-type: none"> <li>• Supports leaders in suspension process.</li> <li>• Are bound by the law to involve the police in circumstances where it is likely a mobile phone or device has been used to commit a criminal offence.</li> </ul>

### Confiscation of Mobile Phones

When a teacher confiscates a student’s phone the following procedure will occur:

1. The teacher will request that the student hand them their mobile phone. If a student refuses to hand over their phone, the teacher will follow the school disciplinary procedures outlined in the PHS code of conduct.
2. The teacher will deliver the mobile phone to the administration SSO at their next available opportunity, clearly identified by placing in a named envelope, or with a sticky note. The administration SSO will record the Mobile Phone Policy infringement, prepare the requisite documentation and store the mobile phone until it has been collected.
3. Depending on the regularity of the student’s infringement:
  - a. First offence of the school year –
    - i. **The teacher** takes the mobile phone to be kept in the office for the remainder of the day and logs the incident on the Sentral management system.
    - ii. **A staff member** (as directed by a leader) contacts the parent or caregiver of the student to inform them of the confiscation.
    - iii. **The parent or caregiver** of the student can collect the mobile phone or device after 3:15pm from the front office.
  - b. Second offence of the school year –

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- i. **The teacher** takes the mobile phone to be kept in the office for the remainder of the day and logs the incident on the Sentral management system.
  - ii. **A staff member** (as directed by a leader) contacts the parent or caregiver of the student to schedule a meeting with a school coordinator or leader to coincide with the collection of the mobile phone.
  - iii. **A coordinator or leader** issues a caution for suspension at this meeting.
  - iv. **The parent or caregiver** of the student can collect the mobile phone or device after 3:15pm, at a meeting with a leader or coordinator.
- c. Third offence of the school year –
- i. **The teacher** takes the mobile phone to be kept in the office for the remainder of the day and logs the incident on the Sentral management system.
  - ii. **A staff member** (as directed by a leader) contacts the parent or caregiver of the student to inform them of the confiscation and that an internal suspension will take place the following day.
  - iii. **The parent or caregiver** of the student can collect the mobile phone or device after 3:15pm, from the front office.
  - iv. **A coordinator or leader** actions an internal suspension for the following day (see Internal Suspension Key Process).
- d. Subsequent offences –
- i. **The teacher** takes the mobile phone to be kept in the office for the remainder of the day and logs the incident on the Sentral management system.
  - ii. **A staff member** (as directed by a leader) contacts the parent or caregiver of the student to inform them of the confiscation and that the student will be suspended for a period of time.
  - iii. **The parent or caregiver** of the student can collect the mobile phone or device after 3:15pm.
  - iv. **A coordinator or leader** actions a suspension in consultation with the principal.

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