

Macintyre High School

Mobile Device Management Policy and Procedures

'OFF AND AWAY ALL DAY'

The NSW Government announced restrictions on the use of mobile phones in NSW high schools which commenced in Term 4, 2023.

As a result, Macintyre High School made changes to our Mobile Device Management Policy and Procedures. The new system was implemented to increase engagement in classrooms, remove distractions to learning and promote positive social interaction.

The new mobile devices management plan at Macintyre High School applies to mobile devices and phones and is applicable during all school hours, including break times such as lunch and recess, as well as while students are on school-based excursions.

Students are still able to carry their phones while travelling to and from school.

Macintyre High School does not recognise mobile devices as a necessary learning tool. Teachers have access to other technology resources.

Every student is expected to have their phones 'OFF AND AWAY ALL DAY' (9am-3:15pm) at school or on a school-based excursion or activity. Students will maintain possession of their phones unless they fail to comply with the school's mobile device policy.

Discipline Procedures

When a student does not follow this behaviour expectation and are witnessed by a staff member to have a mobile digital device during school hours, the following consequences will be enacted:

1. The teacher will highlight and discuss this breach of procedure with the student and will send the student with their mobile device to the student office to be secured in a locked box.
2. The classroom teacher will generate a phone incident in Sentral and place the student on a class conduct level. If students are found using their phones during breaks, the staff member will document on Sentral and notify the HT on duty for follow up with contact home.
3. The student will be handed a receipt from the student office to confirm that the device has been handed in.
4. When students are using a mobile digital device:
 - a. *On the first occasion:* The student will be placed on a class conduct level by the classroom teacher. It will be explained that this is their first warning.

- b. *On the second occasion:* The student will then be placed on an Executive Level (Formal Caution- Warning of Suspension) by the appropriate DP. The student will be spoken to by the Deputy Principal, a phone call home will be made, and a Formal Caution will be put in place.
 - c. *On the third occasion:* The student's behaviour would be consistent with the guidelines for 'unacceptable risk to health and safety, learning and/or wellbeing' and a suspension will be issued.
5. If a student refuses to take the mobile digital device to the student office, teachers should record the information on Sentral and report to their line manager or DP.

What happens to mobile digital device handed to the student office?

Mobile devices are considered the property of the student/parents/carers and are placed in a locked, secured box. Students will be able to collect their phone at the end of the school day.

Break Times

Mobile digital devices are to remain 'OFF AND AWAY ALL DAY' when students are on the school grounds. When a teacher sees a student's mobile digital device during break times, the teacher will be expected to follow the procedures outlined in this policy.

Sport (off-site)

Mobile digital devices should remain off and away during sport time. Staff supervising sport offsite will be required to take a mobile phone in order to communicate with school staff or emergency services as required.