

Mobile Phone Procedures – Bathurst High Campus 2022

Bathurst High Campus accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted appropriately. This enables the school to support our students in stressful times. I would encourage you to contact the front office on 02 6331 3755 if there is an emergency and send a text to your child if the information is not urgent and they can access this after school.

Students need to ensure that mobile phones are not brought to school and if it is necessary to bring phones for use before and after school, they are to be switched off and kept out of sight from the time students enter Bathurst High Campus, until they leave Bathurst High Campus.



Students who are found using mobile phones at any time throughout the school day, including recess and lunch, or between periods will have their device confiscated. Parents will be contacted for collection, and formal disciplinary action will be taken. Students who persist in breaking mobile phone procedures may face disciplinary actions as sanctioned by the principal.

Mobile Phones Procedures

1. Purpose

- ✓ Bathurst High Campus has established the following set of procedures for mobile phones to provide teachers, students, and parents clear guidelines for the management of mobile phones during school hours.
- ✓ Students, their parents, or carers, must read and understand the procedures before making the decision to send students to school with a mobile phone.
- ✓ The school procedures for mobile phones also applies to students during school excursions, camps, and extra-curricular activities, unless the principal has made an approved adjustment.

2. Staff Procedures

- ✓ A teacher has the right to confiscate mobile phones or ear buds, and they must deliver them to the front to be placed into an envelope for processing (further punishment is at the discretion of the teacher).
- ✓ Parents will be contacted for the collection of confiscated phones and ear buds.
- ✓ If there is a second indiscretion, the student will receive a formal caution of suspension and any further misdemeanours throughout the year, they may receive a 3-day suspension.
- ✓ If a student refuses to hand their phone to a teacher, a Head Teacher is called to assist (further punishment is at the discretion of the Head Teacher).
- ✓ If a student refuses to hand their phone to both the teacher and Head Teacher. A member of the Senior Executive will be called to assist, and the student may receive a 3-day suspension.
- ✓ Students are to be reminded regularly that phones are not permitted on school grounds, meaning put them away before entering the school gate, and take them out after exiting.
- ✓ Students who catch buses and are waiting in the shelter will be permitted to access their phones once the executive on duty announces at 3:25pm.
- ✓ Staff are to direct issues to their own Head Teachers during and between classes.
- ✓ Staff are to direct issues to the Head Teacher on PGD before school, recess, lunch and after school.

- ✓ Headphones can only be used in connection with laptops, iPads, and other learning devices. Students who use headphones which are connected to mobile phones will be dealt with under the school's discipline procedures.
- ✓ In some circumstances, in consultation with the Learning and Support Team (LST), students with additional needs may be granted an exemption to use mobile phones as part of their Individual Learning Plan. Professional Advice from psychologists and other medical professionals may inform these plans which the LST will review regularly. These students will receive a mobile phone exemption card and students will also be flagged on Sentral to inform teachers.
- ✓ It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Police.

3. Responsibility

- ✓ It is the responsibility of every student and staff member to abide by the guidelines outlined in this document.
- ✓ The decision to provide a mobile phone to students is made by parents or carers.
- ✓ Parents should be aware that mobile phones at school may be confiscated, and their child may face disciplinary action.

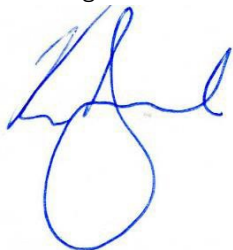
4. Theft or Damage

- ✓ Phones are not permitted at school; therefore, Bathurst High Campus accepts no responsibility for replacing lost, stolen, or damaged mobile phones, including while travelling to and from school.

Procedure Update Effective: **Tuesday 26th April 2022**

If you require any clarification to the procedures outlined in this document, please contact a member of the Senior Executive Team on 02 6331 3755.

Kind regards



Ken Barwick
Principal
Bathurst High Campus
Denison College of Secondary Education