

Student Use of Digital Devices and Online Services Procedure from Term 4, 2023

PURPOSE

Karabar High School acknowledges the educational value of digital devices and online services in supporting and enhancing the educational outcomes of our students. We also acknowledge the distraction from learning digital devices may pose, especially due to students' habitual mobile phone use at school and in the classroom, and their contribution to escalating behaviours of concern exhibited and experienced by students while at school.

Teachers and students have the right to teach and learn in a classroom environment free from interruption by mobile phones. Mobile phones in schools present a number of challenges. These include:

- Mobile phones interrupting lessons and disrupting the learning of others
- Mobile phones disrupting examinations and assessment tasks
- Theft, loss or damage of mobile phones
- Invasion of privacy through misuse of pictures/videos/voice recording and social media
- Exposing students or staff to explicit or other inappropriate material
- Issues around bullying and cyberbullying (harass, threaten, abuse, vilify or embarrass other students or staff) through text messages, photographs, videos and online chat platforms
- Prolonged use proven to have negative impact on physical and mental health including brain development.

In line with DoE's Policy on *Students Use of Digital Devices and Online Services*, Karabar High School will be 'Mobile Free' from the moment students enter the school site.

Medical exemptions may apply through school approved applications.

SCOPE

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school to support our students to authentically engage with **our core values**. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

OUR SCHOOL'S APPROACH

As a Bring Your Own Laptop (BYOL) school, students are expected to bring and use a digital device (such as a laptop or Chromebook) in class as a tool to support, engage with and demonstrate evidence of their learning. Mobile phones are generally not an acceptable device within our BYOL Framework.

From Term 4, 2023 mobile phones are not to be used by students during school hours. To support this, students in Years 7 to 11 will be assigned a personal Mobile Phone Pouch. While the Pouch is considered school property, it will be the responsibility of each student to look after their own Pouch and bring it with them to school every day. Students are expected to secure their mobile phones in their Pouch for the duration of the school day, including on-site carnivals and incursions. For external school events, the organiser will work with their supervising Head Teacher regarding the expectations of mobile phone access/use during the event.

Headphones and earbuds are not permitted to be used at school except in cases where students have been instructed to bring them for educational purposes (such as for NAPLAN or other online testing) and on those occasions they are only permitted to be used for that specific purpose. All **smartwatches** are to be on airplane mode to prevent notifications from disrupting learning.

During Break 1 and 2, students are encouraged to participate in other activities including games and a range of socially interactive activities. Students are not permitted to use any digital device in the toilets or changerooms (including laptops) under any circumstances.

IMPLEMENTATION OF MOBILE PHONE POUCH

- The Mobile Phone Pouches will be distributed in Term 4, Week 1. Should students bring a mobile phone to school, for the duration of the day, it will remain switched off, locked in a Pouch, and placed in their school bag on entry to the school site.
- Refer Page 5 - Appendix 1: Mobile Phone Pouch Implementation Expectations
- Refer Page 6 & 7 - Appendix 2: Flow Chart of Prevention Strategies and Staff Action
- Refer Page 8 - Appendix 3: Flow Chart of Actions for Non-Compliance with Mobile Phone Pouch
- The school accepts no responsibility for mobile phones that are brought to school.
- Mobile phones may only be used before and after school hours.

CONTACT BETWEEN STUDENTS AND PARENTS / GUARDIANS DURING THE SCHOOL DAY

When parents/carers need to contact their child during school hours, they are to call the Front Office on 02 6298 4333 and the Office staff will assist in the most appropriate way.

Should a student need to contact their parent/carer, they must approach the Front Office during Break 1 or 2 and state the reason and ask the Office staff to make phone contact.

EXEMPTIONS

Exemptions from parts of this procedure will apply for some students in exceptional circumstances. It is acknowledged that special consideration is to be given to students who may need to use their mobile phone as part of their Health Care Plan.

Parents and carers can request an exemption from their student's Deputy Principal in writing. These will be considered on a case-by-case basis with the Deputy Principal and granted when required, at the Principal's discretion. Except where required by law, the school Principal has discretion to consider and approve exemptions and to choose to which parts of the school procedure the exemptions apply. The exemption may be ongoing or for a specified period of time.

Should any student who has been granted an exemption use their mobile phone inappropriately (including but not limited to: bullying, intimidation, recording of conversations or fights, downloading or accessing inappropriate material), or not in keeping with the behavioural expectations of students, this exemption may be withdrawn by the Deputy Principal or Principal.

A temporary partial exemption may also be in place during specific lessons that require the use of software and applications available, at present, only on students' mobile phones, to support curriculum delivery and demonstration of student learning outcomes.

RESPONSIBILITIES AND OBLIGATIONS:

Students are to:

- Be safe, responsible and respectful users of approved digital devices and online services, and support their peers to be the same.
- Adhere to Karabar High School's approach regarding the implementation of mobile phone pouches and respect that all schools, statewide, are mobile free.
- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the [NSW DoE Behaviour Code for Students](#)

Principal and Teachers are to:

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
 - Following the school's approach on the establishment and implementation of using the Mobile Phone Pouches.
 - Implementing school expectations for using digital devices and online services, in line with this procedure and Departmental policy.
 - Identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device.
 - Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
 - Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Model appropriate use of digital devices and online services in line with Departmental policy.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements.
This includes:
 - Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
 - Working with the Department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
 - Following the school's behaviour management procedures when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their student's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to the appropriate use of digital devices and online services.

Non-Teaching Staff, Volunteers and Contractors are to:

- Be aware of the Department's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the Principal, school executive team or school staff they are working with.

COMPLAINTS:

If a student, parent or carer has a complaint relating to aspects of the implementation of these procedures, they can contact the school Principal via the school email at karabar-h.school@det.nsw.edu.au

COMMUNICATION OF THIS PROCEDURE TO THE SCHOOL COMMUNITY

This procedure will be communicated to staff, students, parents and carers in readiness for implementation from the start of Week 1, Term 4, 2023.

REVIEW:

This Procedure will be reviewed by the end of 2023 in preparation for 2024.

APPENDIX 1: MOBILE PHONE POUCH IMPLEMENTATION EXPECTATIONS

From the beginning of Term 4, 2023, Karabar High School will be a 'Mobile Free' school.

This will be communicated to students and families, and students will be advised that:

- In Week 1, on entry to the school site, students are to have their phones off and in their bags.
- Teachers WILL NOT allow students to access their phones during class time for any reason, including research activities before they receive their Phone Pouch.
- Teachers will consistently remind students that Karabar High School is Mobile Free and phones are to be off and out of sight for the duration of the school day, including Breaks 1 and 2, until they receive their Phone Pouch.
- Once students receive their Pouch, it is expected to be in use immediately.
- To make canteen purchases students will need to have cash or an EFTPOS / debit card available.

Any student who is non-compliant with teacher instruction and school expectations will:

- Have a negative Compass entry completed by the class teacher as per current practice, with appropriate teacher action documented.

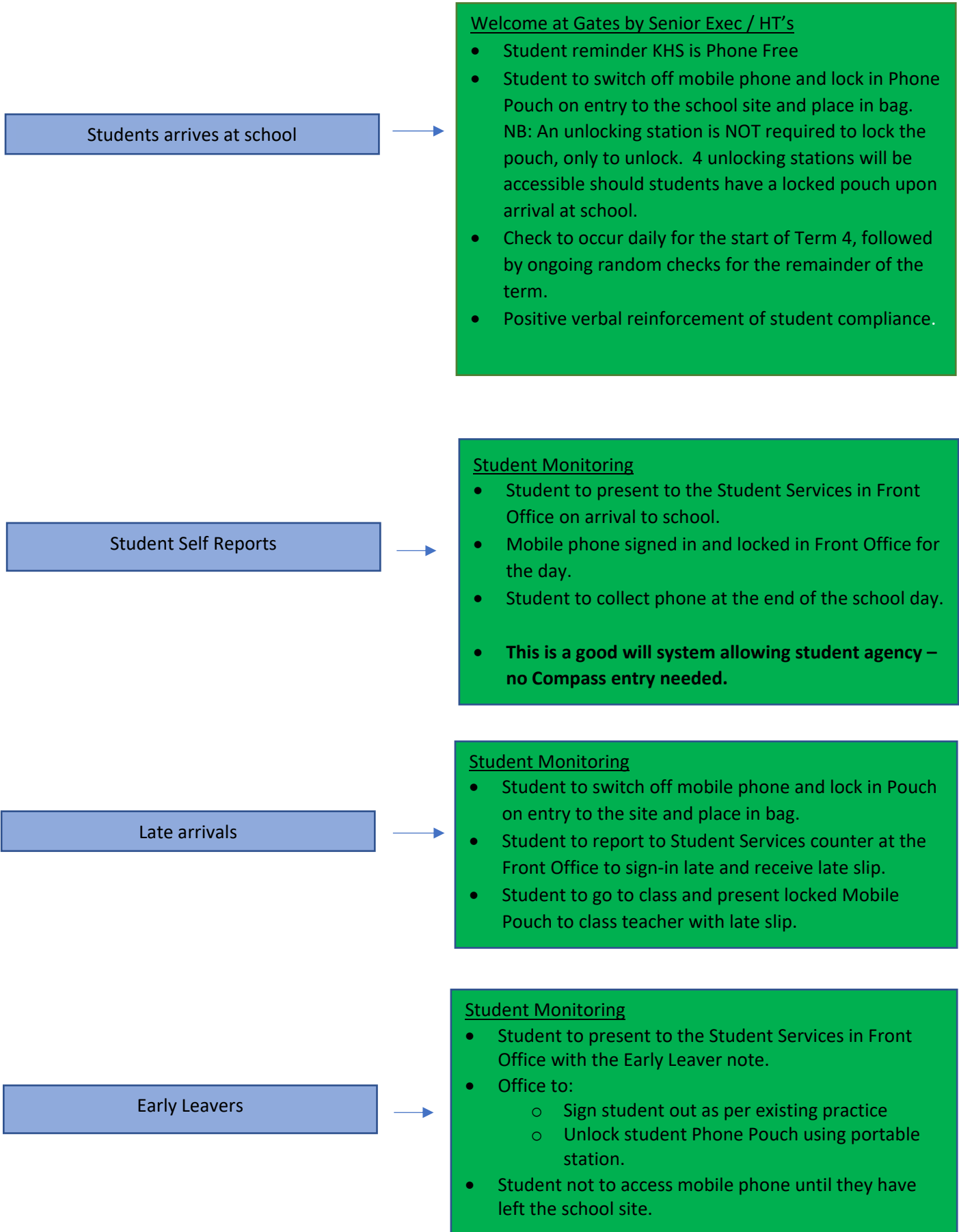
Mobile phone pouches will be distributed through **Year Group assemblies in Q-Block Auditorium on Day 1 of Term 4.**

- Period 1 - Year 11 (pouches will also be distributed to students at camp) and
- Year 9 (assemble at the back of Q-Block from 9.20am)
- Period 2 - Year 7
- Period 3 - Year 8
- Period 4 - Year 10

KHS SAMPLE PHONE POUCH



APPENDIX 2: FLOW CHART OF PREVENTION STRATEGIES AND STAFF ACTION



Student Departure at end of School Day

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graph LR; A[Student Departure at end of School Day] --> B[Student Farewell by Senior Exec/HT's]; A --> C[Student Monitoring];
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Student Farewell by Senior Exec/HT's

- Senior Executive/HT's to farewell students at the Donald Rd gate and Alanbar St gate and bus bay.
- HT's and teachers on bus duty will also support the process at the bus bay daily.

Student Monitoring

- Students to unlock Phone Pouch at one of the fixed unlocking stations. Refer to map for locations.
- Additional portable unlocking stations with Senior Executive if needed, to support timely exit of students.
- After Phone Pouches are unlocked at 3.00pm students may use their phones while waiting for their bus to arrive.

APPENDIX 3: FLOW CHART OF ACTIONS FOR NON-COMPLIANCE WITH MOBILE PHONE POUCH

Class Time
(including Sport)



Student Monitoring

- If a student’s mobile has been seen or heard:
 - Class teacher to send student to Student Services in Front Office with note.
 - Class teacher to complete Negative Compass entry immediately.
 - Student to complete phone ‘sign-in’ register.
 - The phone will be locked away for the day.
 - Student to take re-entry slip back to class.
- Office to contact home, append Compass entry with details.

OR

- If the student refuses teacher instructions:
 - Follow the normal behaviour management processes.
 - Class teacher to complete Negative Compass entry with appropriate teacher action documented.
 - **If available, HT may assist** and take the student with the phone to the Front Office for the student to hand in.
 - HT appends the classroom teacher’s negative Compass entry.
 - Student to complete phone ‘sign-in’ register.
 - The phone will be locked away for the day.
 - **If HT unavailable**, follow normal whole school disciplinary practices. Remind the student that this will be followed up later and resume the lesson.
- Office to contact home, append Compass entry from either teacher or HT with details.

Playground



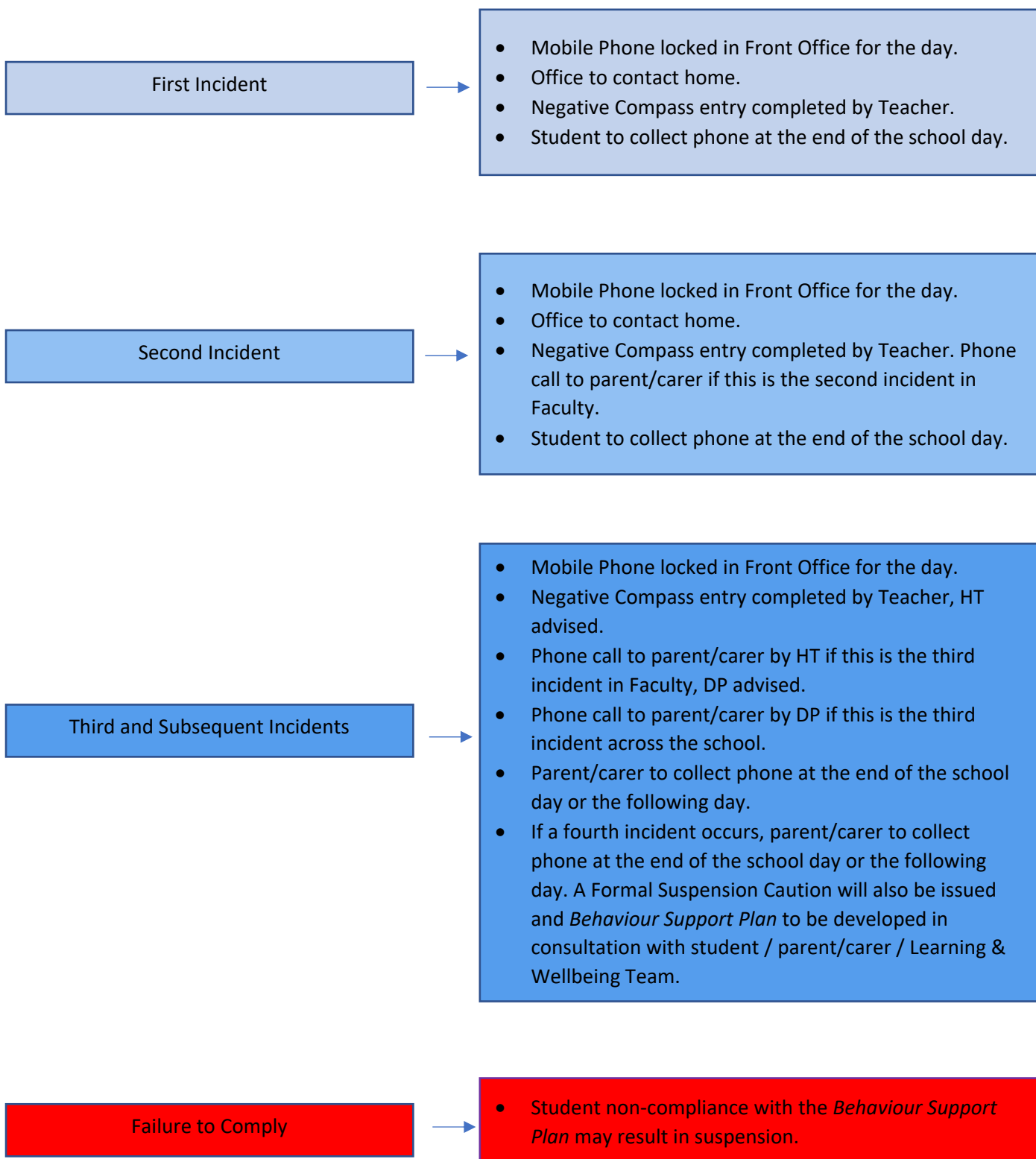
Student Monitoring

- If a student’s mobile has been seen or heard:
 - Class teacher to send the student to Student Services in Front Office.
 - Class teacher to complete Negative Compass entry immediately.

OR

- If the student refuses teacher instructions:
 - The teacher contacts HT on duty.
 - HT to take the student with the phone to the Front Office for the student to hand in.
 - HT appends the playground duty teacher’s negative Compass entry.
 - Student to complete phone ‘sign-in’ register.
 - The phone will be locked away for the day.
- Office to contact home, append Compass entry from either teacher or HT with details.

APPENDIX 4: ACCUMULATION OF INCIDENTS AND CONSEQUENCES



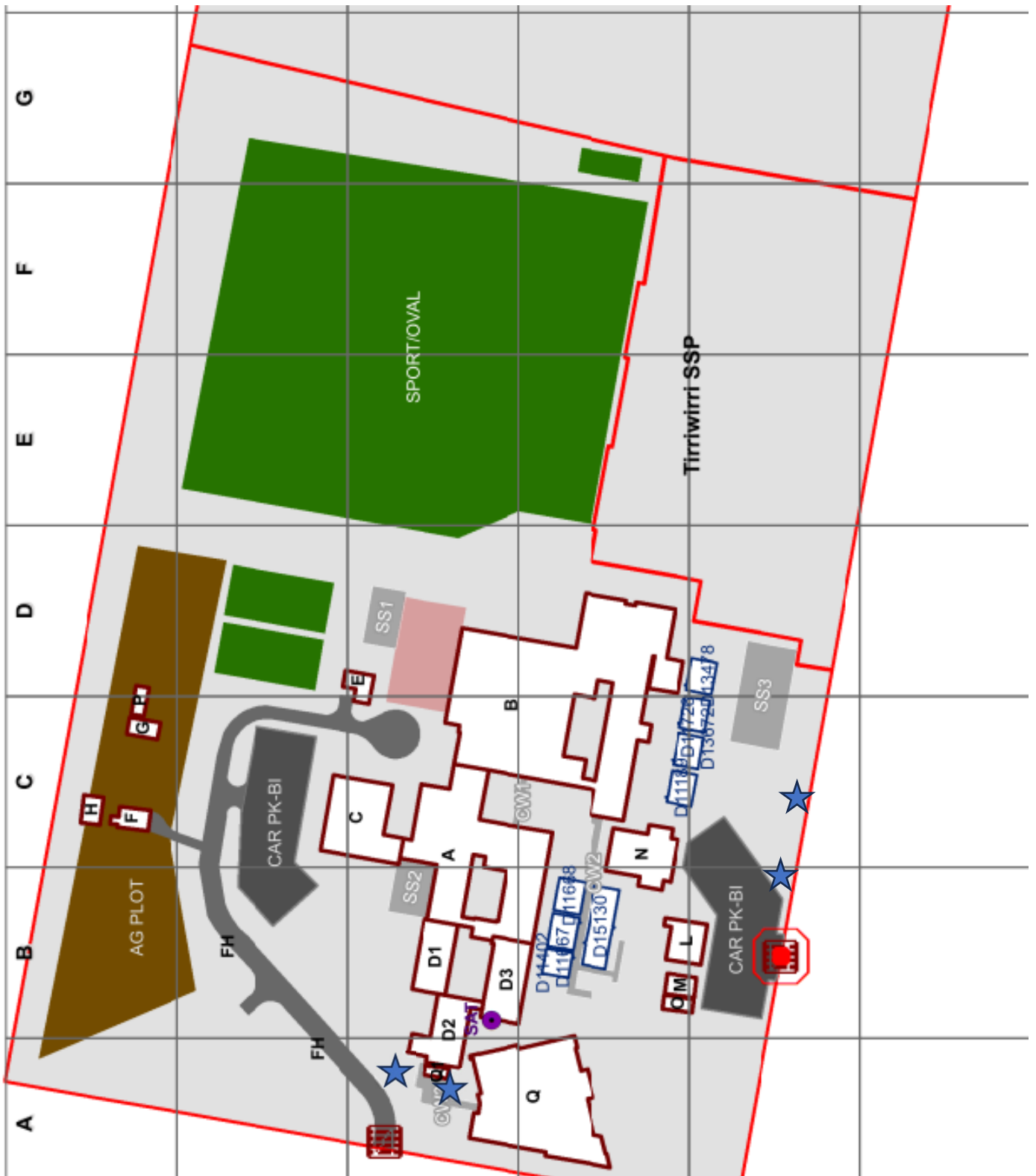
APPENDIX 5: LOSS OF OR DAMAGE TO A MOBILE PHONE POUCH

- Should a student **lose or accidentally damage their Phone Pouch**, parental contact will be made by the Deputy Principal so that a replacement Pouch can be issued. The Deputy Principal will record this on Compass as a separate entry and will advise the Office staff.
 - The Office staff will:
 - Issue of the replacement Phone Pouch and place \$20.00 on the student's account for invoicing to the parent/carer
 - Complete the Register of Replacement of Phone Pouch.

While waiting for the replacement Phone Pouch, the student is to report to Student Services on entry to the school site so that their mobile phone can be locked up for the day.

- Should it be deemed that a student has **intentionally damaged the Phone Pouch**, the Deputy Principal will:
 - Contact the student's parent/carer and:
 - request they pick up their child's phone at the end of the school day.
 - advise them of the \$20.00 replacement fee.
 - advise that, until a replacement pouch is organised (allow two days), the student is to report to Student Services on entry to the school site so that their mobile phone can be locked up for the day.
 - advise of the issue of a **Formal Caution of Suspension** for damaging school property
 - The Office will:
 - Issue a replacement Phone Pouch and place \$20.00 on the student's account for invoicing to parent/carer.
 - Complete the Register of Replacement of Phone Pouch.

APPENDIX 6: MAP OF LOCATION OF UNLOCKING STATIONS



★ Fixed unlocking stations



KARABAR HIGH SCHOOL

Donald Road, Queanbeyan NSW 2620

Phone: 02 6298 4333

Email: karabar-h.school@det.nsw.edu.au **Website:** karabar-h.schools.nsw.gov.au

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.

Karabar 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 Karabar 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.

School staff can allow students to use their mobile phones in specific circumstances, such as for an educational purpose, for their wellbeing or to support students with specific needs.

Parents/carers and students wishing to apply for an exemption will need to make an application to the Principal in writing and complete the Phone Pouch Medical Certificate.

How we will restrict mobile phone access

After careful consideration with our key stakeholders including students, parents/carers, staff and executive teams, we have decided to proceed by using the option of **locked pouches** to reduce the distractions of students at school and in the classroom.

What does this mean?

Every student will secure their phone every day in a pouch when they are at school or on a school-based excursion or activity. Students will maintain possession of their phones and will not use them until they are unlocked at the end of the school day. Students are required to bring their pouch to and from school each day and are responsible for their pouch at all times.

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 6298 4333. There will also be further information posted on school communication platforms.

Sincerely,
Ann-Marie Shannon
Principal

APPENDIX 7: APPLICATION FOR PHONE POUCH MEDICAL EXEMPTION



KARABAR HIGH SCHOOL

Donald Road, Queanbeyan NSW 2620

Phone: 02 6298 4333

Email: karabar-h.school@det.nsw.edu.au Website: karabar-h.schools.nsw.gov.au

PHONE POUCH MEDICAL CERTIFICATE

TO THE INDEPENDENT PROFESSIONAL AUTHORITY PROVIDING DOCUMENTATION

Karabar High School requires a student to notify you that they are using this medical certificate to claim illness to permit the need to have their mobile device with them at all times. Your help in providing information regarding the impact of this student's illness is appreciated and will be used to assess the validity of this application.

Please note that all students have access to the school's phone in case of emergency. Parents can also contact their child/ren via the front office.

I,, a legally qualified medical practitioner, certify that on

.....(date) examined..... (patient's name).

The patient has: (diagnosis provided with patient's consent where possible)

In my professional opinion, the student requires to have all day access to their mobile device to meet: (please tick)

In a minor way Moderately Severely

MEDICAL NEEDS

checkboxes for In a minor way, Moderately, Severely

Please specify and explain in detail:

.....

For the period ofto

Please note certificate can only be issued for ONE calendar year.

Other remarks:

Details of Independent Professional Authority OR Stamp of Independent Professional Authority

Name: Profession: Provider Number: Address: Contact Number: Signature:



APPENDIX 8: PHONE FREE IMPLEMENTATION FAQ – STUDENTS



PHONE FREE – IMPLEMENTATION

FREQUENTLY ASKED QUESTIONS – STUDENTS

<p>What if I forget to bring my pouch to school?</p>	<p>You can self-report to Student Services at the Front Office as soon as you arrive at school. You will be able to hand in your phone for the day and there will be no consequence. It is an expectation this does not occur.</p>
<p>What if I forget my Pouch and don't self-report</p> <p>AND/OR</p> <p>What if I don't want to put my phone into my pouch?</p>	<p>If you are seen with your mobile phone, it will be locked safely away in the Front Office. Your parent will be notified.</p> <ul style="list-style-type: none"> • On the first incident, you can collect your phone at the end of the day from Student Services. • On the second incident, you can also collect your phone at the end of the day from Student Services. • On the third incident, your parent/carer will need to collect the phone from the Front Office at the end of the day. • On subsequent incidents, your parent/carer will need to collect the phone from the Front Office at the end of the day and a formal caution to suspend will be issued.
<p>Do earphones/air pods/earbuds need to be locked into a pouch?</p>	<p>YES. If you have large headphones, these are to be kept in your school bag.</p>
<p>What if I have not brought a mobile phone to school that day?</p>	<p>The expectation is that you bring your Phone Pouch to school every day regardless of whether you have a mobile device with you or not. You must present the pouch as you enter the school gates.</p>
<p>What if I don't possess a mobile phone or never bring a mobile phone to school at all?</p>	<p>If you do not have a mobile phone or are never going to bring a mobile phone to school, you will still have to bring your empty pouch to school. If you are seen with a phone, then the above consequences will apply.</p>
<p>What if I damage or lose my pouch?</p>	<p>The pouch remains the property of the school. You will be referred to a DP and charged \$20 for a new pouch. If the pouch is deliberately damaged, you may face disciplinary actions, which may include a Formal Caution of Suspension or a Suspension.</p>
<p>Can I use my phone at school prior to the bell in the morning?</p>	<p>NO. You will need to lock your phone in your pouch as soon as you enter the school site. If it is seen in the morning, during Break 1 or Break 2, it will be confiscated and locked safely and securely in the Front Office. Your parent/carer will be notified. If it is your first incident, you will be able to collect your phone at the end of the school day.</p>
<p>What if I need to contact my parent/carer during the school day?</p>	<p>You should go to Student Services at the Front Office prior to school, at Break 1 or Break 2. If you need to contact a parent/carer urgently, you may be able to use the school phone.</p>
<p>What if my parent/carer needs to contact me in the event of an emergency?</p>	<p>Your parent/carers can contact the school on 02 6298 4333 if there is an emergency. Staff will contact you to relay the message.</p>
<p>What if I have a medical condition that requires me to use my phone to record or monitor medical information?</p>	<p>We will be working with some student's parents/carers who have a medical condition that necessitates the use of a mobile phone, such as students with diabetes so that an exemption can be applied. If a student's parent/carer has not heard from the school, they will need to request an exemption from the Principal in writing.</p>

What if I have a mental health condition and need to contact a case worker, counsellor or parent/carer?	You should go to Student Services at the Front Office and advise staff that you need to make the call. Arrangements will be made for you to use the school phone and to provide assistance.
What if I have Wi-Fi connectivity issues with my laptop and need to use my mobile phone as a personal hotspot?	You will need to see the Technical Support Officer (TSO) to ensure you are connecting to the Department of Education's Wi-Fi connection. Your mobile phone cannot be used as a hotspot.
Do I need to access an unlocking station to lock my phone when I get to school?	NO. The Phone Pouch is self-locking and unlocking stations are only needed to unlock your pouch to access your phone at the end of the school day.
What if I forget to unlock the pouch before going home?	You will have to wait until you return to school the following day to unlock your pouch.
What if I cannot unlock my pouch when I leave the school?	You should report to the Front Office for assistance.
How many unlocking stations will be provided around the school?	Unlocking stations will be located close to the entry and exit points: <ul style="list-style-type: none"> • 2 fixed to bollards on either side of the pathway before the stairs at Donald Rd. • 1 fixed to a pole at the exit to Bus Bay • 1 fixed to a bollard on the right-hand side of the pedestrian gate at the exit to Alanbar St • at Student Services in the Front Office
What if I am a Stage 6 student and completing Distance Education or an external Language course as part of my pattern of study, and require a phone to call my external supervising teacher?	Students have access to a school phone in each of the study rooms/offices in the library. Phone calls do not need to be made to external teachers from a personal mobile phone.
How do I unlock my pouch when I have finished at after-school clubs, such as DnD or Lego Club?	You can use the unlocking station as you exit the school after the activity, just as you would on any other day.
What if I have an early leavers pass?	You will go to the Student Services at the Front Office with your early leaver note. Staff will assist you in unlocking your Phone Pouch before you leave the school.
What if I need my phone in case my part-time/casual work needs to contact me?	In the first instance, you should remind your employer that students do not have access to their phones during school hours. Should this be an issue, students can report to the office and arrangements can be made to assist.
What if the school goes into lockdown or an emergency evacuation is called?	Students will follow existing school procedures. If parents/carers need to be contacted, usual processes will be followed in line with school practices. Parents need to make sure their student's contact details are up to date. Where appropriate, students will be given access to unlock their phones at the decision of the chief warden managing the emergency.
What if I use my phone to purchase food from the canteen?	You will need to bring your debit card or cash to make payments at the canteen. Alternatively, you can order online from home, and pick your food up from the canteen the following day during the appropriate Break time.
How will I know if there are any changes to the structure of my school day?	I can check Compass on my mobile phone before arriving at school. I can check Compass on my laptop during the school day. My teacher will read the notices from Compass at the beginning of period 1 each day. I can ask a teacher for help if I think I have missed any important information communicated.



Education

Are you ready for learning?

It's as simple as 1, 2 and 3!

1
Each morning you will place your mobile phone in airplane mode and then lock it in a pouch.



2
The mobile phone will stay locked with you throughout the day.



3
When leaving the school, you can unlock your pouch at a designated unlocking station to access your phone.

