Campbelltown Performing Arts High School
PATHWAYS TO SHINE

Student Use of Digital Devices Procedure 2023

PURPOSE

Campbelltown Performing Arts High School acknowledges the educational value of digital devices in supporting and enhancing the educational outcomes of our students. We also acknowledge the distraction from and negation of learning from students' inappropriate and 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. It is DoE policy that a staff member may confiscate any item, including mobile phones, that disrupts the learning of students. 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 staff or students to explicit or other inappropriate material
- Issues revolving 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 keeping with the DoE's Policy on *Students Use of Digital Devices and Online Services*, Campbelltown Performing Arts High School will, from Term 4 2023, become a Mobile Phone Free Zone 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 RISE 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

Our school has been deemed a Phone Free Zone. Mobile phones are not to be used by students across cohorts during class learning time, or in the playground during school hours. To support this, in Term 3, 2023, students in Years 7 to 11 will be assigned a personal Yondr Pouch with an ID Number. While the Yondr Pouch is considered school property, it will be the responsibility of each student to look after their Pouch, and bring it with them to school every day. Students are expected to secure their mobile phone in their Yondr Pouch for the duration of the school day, including on-site carnivals and incursions. For external schools events, the organizer will work with their supervising Head Teacher regarding the expectations of mobile phone access / use during the event.

Headphones and air pods are not permitted at school except in cases where students have been instructed to bring them for educational purposes (such as for NAPLAN) and on those occasions they are only permitted to be used for that specific purpose**.** All smart watches are to be on aeroplane mode to prevent notifications from disrupting learning.

During recess and lunch students are encouraged to participate in other activities including games and a range of socially interactive activities.

Students are expected to follow our school's core school values of RISE – *respect, integrity, safety and engagement* with the use of digital devices and whilst online. Students are not permitted to use any digital device in the toilets or changerooms under any circumstances.

PHONE FREE ZONE AND IMPLEMENTATION OF YONDR PROGRAM

- Once the Yondr Program commences in Term 4, should students bring mobile phones to school, it must remain switched off, locked in a Yondr Pouch, and placed in bags upon entry to the school site, and for the duration of the school day.
- 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

Where parents / guardians need to contact their child during the school hours, they are to call the Front Office on 4625 1403, and the school will assist in the most appropriate way.

Should a student need to contact their parent / guardian, they must approach the Front Office at Recess or Lunch time, cite the reason for parental / guardian contact, and ask the SASS staff to make phone contact.

EXEMPTIONS

Exemptions from parts of this procedure will apply for some students in some 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, for example, students with diabetes who use a mobile phone to check insulin levels.

Parents and carers can request an exemption from the Principal in writing. These will be considered on a case-by-case basis and granted when required at the principal's discretion.

School counsellors may also initiate requests for exemptions from parts of these procedures where relevant. Exemptions may cover times when, or places where, use would otherwise not be permitted within a ***Phone Free Zone***. Except where required by law, the school Principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions apply. The exemption may be ongoing or for a certain time period.

Any students that are exempt from these procedures, should 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 for the student by the Deputy Principal or Principal.

RESPONSIBILTIES 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.

- Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
- Adhere to the school's approach regarding the establishment of Campbelltown Performing Arts High School as a **Phone Free Zone** and implementation of the Yondr Program.
- 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 of CPAHS as a **Phone Free Zone** and implementation of the Yondr Program.
  - 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 plan 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 children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to 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.

COMMUNICATION OF THIS PROCEDURE TO THE SCHOOL COMMUNITY

This procedure will be communicated to staff, students, parents and guardians by the end of Week 7, Term 3 ,2023, in readiness for implementation from the start of Week 1, Term 4, 2023.

REVIEW:

This Procedure will be reviewed by the end of Term 4, 2023.

Student Arrives at School →

Welcome at Gates by Senior Executive (initial)
- Student reminder Phone Free Zone
- Student to switch off Mobile Phone and lock in Yondr Pouch upon entry to the site and place in bag.
  NB: A Yondr Station is not required to lock the pouch, only to unlock it.
- Check to occur for three weeks at start of implementation; then Wk1-3 each Term followed by ongoing random checks for the remainder of the Term.

Late Arrivals →

Student Monitoring
- Student to switch off Mobile Phone and lock in Yondr Pouch upon entry to the site and place in bag.
- Student to report to Student Counter in Front Office to sign-in late and receive Late Slip
- Student to go to class and present locked Yondr Pouch to class teacher with Late Slip.

Roll Call →

RISE Message
- Positive Reinforcement of Phone Free Zone
- Roll Call teacher may complete positive Quick Incident for students with Yondr Pouches

Student Monitoring
- Students to place locked Yondr Pouch containing mobile phone on table each Roll Call
- Roll Call Teacher to check students have locked Yondr Pouches
- Roll Call Teacher to complete a sentral entry for any student without their Yondr Pouch
- Executive (supervising cohorts/ proximity to Roll Call rooms) will be on call to assist Roll Call Teachers.
- Should a student mobile be seen or heard:
  Roll Call teacher to send student to DP with a note. DP to confiscate and lock up student phone for the day. SAO to complete Phone Sign In/Out using Kiosk; student to take Sign out slip back to class.
- Roll Call Teacher to complete Sentral Negative Entry, notify HT/DP

Learning Time
(Class / Sport / Ensembles / Companies)

RISE
- Reference to Classroom Expectations
- Class teacher may complete Positive Quick Incident for students demonstrating classroom expectations

Student Monitoring
- Should a student mobile be seen or heard:
  - Class Teacher to send student to DP in Front Office with a note. DP to lock up student phone for the day. SAO to: complete Phone Sign In / Out using Kiosk; student to take Sign-Out slip back to class.
  - ClassTeacher to complete Negative Sentral Entry.
- DP to contact home, create Sentral Data Record

Playground

Student Monitoring
- Student mobile seen or heard > phone confiscated by head teacher on Playground Duty or DP.
- Teacher on Duty to notify HT Roving or DP if unable to contact immediately.
- Head Teacher Roving / DP to take phone to front office for lock-up, create Negative Sentral Incident.
- Exec to contact home, create Sentral Data Record

Early Leaver

Student Monitoring
- Student to present to the Student Counter in Front Office with the Early Leaver note.
- SAO to:
  - Sign student out as per existing practice
  - Unlock student Yondr Pouch using portable Yondr Station
- Student to leave site

Student Departure at end of School Day

Student Farewell by Senior Exec
- Senior Executive to farewell students at the exit gates for the first 3 weeks to ensure smooth transition and make modifications if required

Student Monitoring
- Students to unlock Yondr Pouch at one of the fixed Yondr Stations. Refer Appendix 9 for aYondr Station Location Map
- Portable Yondr Stations will be on standby if needed to support timely exit of students.

Communication
- Communication with Families via newsletter distributed at the end of the term
- Communication with Staff via Principal Weekly Bulletin
- Communication with Students via Sentral notifications, Year Meetings, Assemblies

Whole School Checks
The Executive Team will develop a roving roster to visit classes as part of a whole school support system.

Whole School Intervention: Support, Prevention and Monitoring

Supporting CAPA Courses
- When software / applications on mobile phones are included in teaching programs, CAPA teachers may unlock Yondr pouches for those lessons and allow student mobile phone use to facilitate / demonstrate learning
- CAPA Class Teachers may borrow the locking device from their respective Head Teacher for the lesson.

Workshops to Develop Student Awareness of Technology / Mobile Phone Impacts
- Workshops for Parents / Guardians and Students (to be identified and organised by Learning and Wellbeing Team, School Counsellors, and Student Support Officer

Student Self Report

- Student to present to the Student Counter in the Front Office upon arrival to school
- Phone is locked away.
- At the end of the school day, student to present to the front office to retrieve phone.
- This is a good will system allowing student agency – no Sentral entry will be completed.

First Incident

- Mobile Phone locked in Front Office for the day
- Negative Sentral Entry Completed by Teacher, Notify DP
- Parent / Guardian Contact Made by Executive; Data Record Made
- Student to collect phone at the end of the school day

Second Incident

- Mobile Phone locked in Front Office for the day
- Negative Sentral Entry Completed by Teacher / notify DP
- Parent / Guardian Contact Made by Executive; Data Record Made; Recess/ Lunch detention issued
- Student to collect phone at the end of the school day

Third Incident

- Mobile Phone locked in front office for the day
- Negative Sentral Entry Completed by Teacher
- Parent / Guardian Contact Made by Executive; Data Record Made
- Parent / Guardian to collect phone at the end of the school day / following day
- School warning Issued

Fourth and Subsequent Incidents

- Mobile Phone locked in front office for the day
- Negative Sentral Entry Completed by Teacher
- Parent / Guardian Contact Made by Executive; Data Record Made
- Parent / Guardian to collect phone at the end of the school day / following day
- Formal Suspension Caution Issued and *Behaviour Support and Management Plan* to be developed in consultation with student / parent / guardian / Learning & Wellbeing Team/DP
- DP Monitoring Card Issued

Failure to Comply

- Student non-compliance with the *Behaviour Support and Management Plan* may result in Suspension

- Should a student lose or <u>accidently</u> damage their Yondr Pouch, parental contact will be made by the Deputy Principal so that a replacement Yondr Pouch will be issued. The Deputy Principal will record this on Sentral as a Data Record (a separate entry is to be created for this) and will advise the SAM and Business Manager.

    - The SAM/ BM will
        - Include the issue of the First Replacement pouch at $0.00 on the student's account for invoicing to parent / carer
        - Include the issue of second and subsequent replacement pouches at $20.00 on the student's account for invoicing to parent / carer
    - The Front Office SAO will:
        - Update data base to reflect the loss of / damage to the Yondr Pouch
        - Issue a new Yondr Pouch with ID Number
        - Complete the Register of Replacement of Yondr Pouch

    During the replacement period, the student is to report to the Deputy Principal upon 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 Yondr 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, the student is to report to the Deputy Principal upon entry to the school site so that their mobile phone can be locked up for the day.
        - advise of the issue of a Formal Suspension Caution for damaging school property
    - Advise the SAM/ BM who will include the issue of a replacement pouch at $20.00 on the student's account for invoicing to parent / carer.
    - Advise the Front Office SAO who will:
        - Update the data base to reflect the loss of / damage to the Yondr Pouch
        - Issue a new Yondr Pouch with ID Number
        - Complete the Register of Replacement of Yondr Pouch