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## 1. Rationale & Objectives

St Johns Park High School supports the restrictions of mobile phones in accordance with the [NSW Department of Education: Students' Use of Mobile Phones in Schools policy](#)<sup>1</sup>. Mobile phone use in schools can impact student learning and wellbeing.

### Restricting mobile phone use at school aims to:

- increase focus in classrooms by removing distractions
- promote positive social interaction,
- reduce the potential for online bullying
- reduce the invasion of privacy through the misuse of pictures, videos, voice recordings

St Johns Park High School has strong teaching and learning practices to support students in the classroom using various forms of appropriate technology, which maximises the benefits and minimises the risks of digital environments and prepares students for life beyond school. We foster a safe learning environment which supports and enhances each child's social and emotional health through our wellbeing and learning support teams.

## 2. Mobile Phone Rules

**St Johns Park High School** has elected to use the following approach - all mobile phones will be '**Off and Away**' for the full school day, including recess and lunch, while the student is on the school premises, this includes:

- Classrooms
- Playgrounds (recess/lunch)
- Outdoor and practical learning spaces (Basketball / Soccer Court. MPC, Gymnasium)
- Bathrooms
- Locations of excursions and any organised school event

This will mean that students will have a responsibility to turn off their phone and store it safely in their school bag for the course of the school day. This is an approved **NSW Department of Education** option and will limit unnecessary distractions and complement our ongoing approach to ensure every student maximises their learning and social growth in a safe and supportive environment.

## 3. Mobile Phone Rules - Exemptions

An **exemption** to the mobile phone restrictions may be granted on the following conditions:

- a. **Student Learning** - Determined by the Classroom Teacher  
A Classroom Teacher has the authority to enact a temporary exemption of the mobile phone restrictions if it is deemed that mobile device technology is required to access teaching and learning outcomes. This exemption is granted on the professional judgement of the classroom teacher on an as-needed basis and is not transferable to a student's other classes and/or subject areas throughout the day or week.

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<sup>1</sup> <https://education.nsw.gov.au/policy-management-schools/student-use-of-mobile-phones>

If a student is found to be using mobile device technology **to engage in off-task activities and/or inappropriate activities** ([See Appendix 1](#)) while an exemption is granted within a teaching period, the Classroom Teacher will follow appropriate mobile phone management procedures, which may result in the device being confiscated.

**b. Personal Exemption - by Application only.**

An exemption from parts of this policy can be requested from the Principal by parents and carers for exceptional circumstances as deemed by the school principal. This may cover times when or places where use would otherwise be restricted. 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 as determined by the exceptional circumstances. The exemption may be ongoing or for a certain period of time. A pass signed by the Deputy Principal will be issued to the student with the reasons and acceptable use of the device noted.

Applications for exemption can be downloaded [here](#) or are available from the St Johns Park High School Administration Office.



## **4. Contacting Students**

**St Johns Park High School** understands there will always be emergencies when parents need to get in contact with students or vice versa during the school day. We try to keep this to a minimum, with the exception of emergencies, to avoid disturbing the students' learning. Parents and carers can make contact with the school through the school office on (02) 9610 8035 and students will also be able to contact parents or carers through the school office if urgent.

## **5. Inappropriate Phone Use - Management Procedures**

If a student is found to be in violation of the [NSW Department of Education: Students' Use of Mobile Phones in Schools policy](#), the school will enact the procedural actions demonstrated on [Page 4](#) of this document.

## 6. Inappropriate Phone Use - Management Process Chart

Incident 1	Incident 2	Incident 3	Incident 4
<p><b>Classroom Teacher will:</b></p> <ul style="list-style-type: none"> <li>• <b>Send</b> the student , with an out of class note, to the Deputy Principal.</li> <li>• <b>Notify</b> Faculty Head teacher and Deputy Principal via Sentral<sup>2</sup>.</li> <li>• <b>Issue detention</b> for Break 1 or Break 2.</li> </ul> <p><b>Head Teacher will:</b></p> <ul style="list-style-type: none"> <li>• Support the Classroom Teacher to escort students to the Deputy Principal when required.</li> </ul> <p><b>Deputy Principal will:</b></p> <ul style="list-style-type: none"> <li>• <b>Confiscate</b> student mobile device/s.</li> <li>• <b>Return the student</b> to class with a note confirming confiscation.</li> </ul>	<p><b>Classroom Teacher will:</b></p> <ul style="list-style-type: none"> <li>• <b>Send</b> the student , with an out of class note, to the Deputy Principal.</li> <li>• <b>Notify</b> Faculty Head teacher and Deputy Principal via Sentral.</li> <li>• <b>Issue detention</b> for Break 1 or Break 2.</li> </ul> <p><b>Head Teacher will:</b></p> <ul style="list-style-type: none"> <li>• Support the Classroom Teacher to escort students to the Deputy Principal when required.</li> </ul> <p><b>Deputy Principal will:</b></p> <ul style="list-style-type: none"> <li>• <b>Confiscate</b> student's mobile device/s.</li> <li>• <b>Interview student</b> - initiates wellbeing response when required.</li> <li>• <b>Return</b> the student to class with a note confirming confiscation.</li> <li>• <b>Contact</b> parent / carer via telephone to advise of the 2nd incident of inappropriate phone use.</li> <li>• <b>Send</b> a 'Letter of Concern - Mobile Phone Use' via mail.</li> </ul>	<p><b>Classroom Teacher will:</b></p> <ul style="list-style-type: none"> <li>• <b>Send</b> the student , with an out of class note, to the Deputy Principal.</li> <li>• <b>Notify</b> Faculty Head teacher and Deputy Principal via Sentral.</li> <li>• <b>Issue detention</b> for Break 1 or Break 2.</li> </ul> <p><b>Head Teacher will:</b></p> <ul style="list-style-type: none"> <li>• Support the Classroom Teacher to escort students to the Deputy Principal when required.</li> </ul> <p><b>Deputy Principal will:</b></p> <ul style="list-style-type: none"> <li>• <b>Confiscate</b> student mobile device/s.</li> <li>• <b>Return the student</b> to class with a note confirming confiscation.</li> <li>• <b>Initiate</b> placement on <b>Level 2 - Mobile Phone.</b></li> </ul>	<p><b>Classroom Teacher will:</b></p> <ul style="list-style-type: none"> <li>• <b>Send</b> the student , with an out of class note, to the Deputy Principal.</li> <li>• <b>Notify</b> Faculty Headteacher and Deputy Principal via Sentral.</li> <li>• <b>Issue detention</b> for Break 1 or Break 2.</li> </ul> <p><b>Head Teacher will:</b></p> <ul style="list-style-type: none"> <li>• Support the Classroom Teacher to escort students to the Deputy Principal when required.</li> </ul> <p><b>Deputy Principal will:</b></p> <ul style="list-style-type: none"> <li>• <b>Confiscate</b> student mobile device/s.</li> <li>• <b>Return the student</b> to class with a note confirming confiscation.</li> <li>• <b>Initiate Level 1 Placement</b></li> <li>• <b>Initiate Formal Caution to Suspend.</b></li> </ul>
	<b>Outcome Continuum</b>		
<ul style="list-style-type: none"> <li>• Phone confiscation</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Phone confiscation</li> <li>• Detention</li> <li>• Parent / Carer contact</li> </ul>		<ul style="list-style-type: none"> <li>• Phone Confiscation</li> <li>• Detention</li> <li>• Parent / Carer contact</li> <li>• Level 2 Placement</li> </ul>
<ul style="list-style-type: none"> <li>• Phone Confiscation</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Phone Confiscation</li> <li>• Detention</li> <li>• Parent / Carer contact</li> <li>• Level 1 Placement</li> </ul>		<ul style="list-style-type: none"> <li>• Phone Confiscation</li> <li>• Detention</li> <li>• Level 1 Placement</li> <li>• Formal Caution of Suspension</li> </ul>

## 7. Roles and Responsibilities

<sup>2</sup> If the student refuses reasonable instruction to see the Deputy Principal, the classroom teacher will record this information in their Sentral entry.

## **Students**

- Mobile phones and associated mobile-related devices are to be out-of-sight, turned off or switched to silent, “OFF AND AWAY” and need to be kept in bags or pockets. They are not to be visible throughout the school day.
- Respectfully follow the instructions of staff and the rules of St Johns Park High School.

## **Teachers**

- Enforce the NSW Department of Education: Students’ Use of Mobile Phones in Schools policy in every lesson, playground, assembly or any organised school event.
- Display any signage issued to staff that supports the NSW Department of Education: Students’ Use of Mobile Phones in Schools policy.
- Refer to the Deputy Principal in any instances of students who openly defy the NSW Department of Education: Students’ Use of Mobile Phones in Schools policy.
- Use Sentral to record any issues to do with student misuse of Mobile Phones.

## **Head Teachers**

- Enforce the NSW Department of Education: Students’ Use of Mobile Phones in Schools policy in every lesson, playground, assembly or any organised school event.
- Ensure staff know procedure and are aware of 2IC or alternatively arranged HT that they can contact.
- Support classroom teachers.
- Ensure faculty members are displaying signage for mobile phone and technological use in the classroom.
- Attend classes when required to escort students to the Deputy Principal when students are not following reasonable instruction in response to inappropriate mobile phone use.

## **Deputy Principals:**

- Enforce the NSW Department of Education: Students’ Use of Mobile Phones in Schools policy in every lesson, playground, assembly or any organised school event.
- Ensure faculties and staff are displaying signage for mobile phone and technological use in the classroom.
- Remind students about the Mobile Phones at School policy on assemblies, Sentral and social media platform and Google Classroom.
- Issue consequences where necessary, for breaches of the NSW Department of Education: Students’ Use of Mobile Phones in Schools policy.
- Liaise with parents and carers about inappropriate Mobile Phone use.
- Evaluate and review the policy annually.

## **Parents/Carers:**

- Support St Johns Park High School in the procedural implementation of the NSW Department of Education: Students’ Use of Mobile Phones in Schools policy.
- Remind their child/children about not using the mobile phones at school.
- Discuss safe and appropriate use of mobile phones with their child/children.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the [2018 School Community Charter](#).

## **[Appendix 1: Inappropriate use of Mobile Phones during an Exemption](#)**

Inappropriate use of a mobile phone can be defined as “using it in a way that disrupts an individual’s learning or is likely to disrupt the learning environment for others or interfere with the operation of the school” ([Bulletin 56 –Confiscation of Student Property](#))<sup>3</sup>.

**Inappropriate uses of Mobile Phones during an ‘Exemption’ at SJPHS include but are not limited to:**

- Using a mobile phone, air pods/headphones or smart watch at any time that disrupts the learning environment or interferes with the operation of the school.
- Making calls or sending messages with the intent to bully, harass or threaten another person.
- Using mobile phones to take photographs, video or record images or voices of other students or staff without their consent.
- Using obscene, derogatory or socially unacceptable language while using a mobile phone.
- Using mobile phones to receive, download and display inappropriate photographs or other material.
- Using mobile phones in examinations or formal assessments. This will be considered cheating and the student will receive academic and behavioural consequences.
- Lend phones to another student at any time. The student who owns the phone will be held responsible for its use.

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<sup>3</sup> <https://education.nsw.gov.au/rights-and-accountability/legal-issues-bulletins/bulletin-56-confiscation-of-student-property>

## Appendix 2: Application for Exemption

### APPLICATION FOR EXEMPTION ST JOHNS PARK HIGH SCHOOL - MOBILE PHONE PROCEDURE

If your child has an exceptional circumstance that necessitates the use of a mobile phone and/or additional mobile-related equipment, please complete the form below.

Date of Application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student Details						
Surname						
Given Name(s)						
Year (Circle)	7	8	9	10	11	12

Type	Reason for Exemption	Tick
<b>A</b>	<b>Physical Health Purposes</b> Including the management of ongoing physical health concerns.	
<b>B</b>	<b>Mental Health Purposes</b> Including the management of anxiety, social and emotional wellbeing.	
<b>C</b>	<b>Exceptional Family Circumstances</b>	

Provide details of the exemption reason listed selected above:

What is the duration of the exemption being applied for?	Term	Semester	Full Year

I have attached <b>medical documentation</b> for physical or mental health exemption purposes <i>(Please note that applications on the basis of physical and/or mental health will require appropriate medical documentation advocating for use of mobile device technology in school)</i>	Yes	No
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I agree to a consultation interview with my child's Deputy Principal to develop an implementation plan.

Parent / Carer Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Appendix 3: Letter of Concern Template

[b]Letter of Concern - Mobile Phone Use[/b]

Dear {Parents}

In accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy, all mobile phone devices are banned from use while students are on school grounds.

The Departmental restriction on mobile phone use in schools aims to increase student focus in classrooms, remove distractions and also to promote positive social interaction, while reducing the potential for online bullying.

I regret to inform you that [b]on more than one occasion[/b], {GivenName} has had to have a mobile phone and/or mobile phone related device confiscated by school staff due its unauthorised use on school premises.

Unfortunately, if {GivenName} continues to engage in unauthorised mobile phone use while on school grounds, {he/she} will be placed on a [b]Level 2 - Mobile Phone Monitoring Card[/b] and will be required to submit {his/her} phone to the Deputy Principal each day for a total of 10 school days.

If you have concerns about your child not having access to a mobile phone, we would be happy to discuss this further with you on 9610 8035.

Under exceptional circumstances, parents and carers are able to apply for an exemption for students with additional needs. Applications are available from the St Johns Park High School Administrative Office.

Thank you for your support

Yours sincerely

{IncidentTeacherTitle}{IncidentTeacherName}



## Appendix 4: Level 2 Notification - Mobile Phone Use Template

[b]Level 2 Notification - Mobile Phone Use[/b]

Dear {Parents}

In accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy, all mobile phone devices are banned from use while students are on school grounds.

I regret to inform you that {PrefName} {Surname} of Year {Grade} has been placed on Level 2 of the St Johns Park High School Welfare and Discipline program due to persistent unauthorised use of a mobile phone and/or mobile phone related device.

For the next two weeks, {PrefName} will be required to submit {his/her} mobile device to the Deputy Principal while on the school premises or alternatively, leave the mobile device at home. To assist {PrefName}, please read and sign the [b]Level 2 mobile phone monitoring card[/b] at the conclusion of each day.

By meeting the requirements of the Level 2 placement and demonstrating an improvement in targeted areas, your child will return to level 3. Failure to meet Level 2 requirements will unfortunately result in further consequences, including a placement on Level 1 and a formal caution to suspend.

If you have concerns about your child not having access to a mobile phone, we would be happy to discuss this further with you on 9610 8035.

Thank you for your support

Yours sincerely,


{IncidentTeacherName}  
{StudentExecutiveByType Deputy Principal}

## Appendix 5: Approved Mobile Phone Exemption Template

### St Johns Park High School

Approved Mobile Phone Exemption

Name			
Year			
Start Date		End Date	



Supporting medical documentation cited:     Yes     No

Conditions of Mobile Phone Exemption – can only be used during:

When	Where	Purpose
Break 1 <input type="checkbox"/>	DP Office <input type="checkbox"/>	Medical test <input type="checkbox"/>
Break 2 <input type="checkbox"/>	Sick Bay <input type="checkbox"/>	Vision assist <input type="checkbox"/>
Transition <input type="checkbox"/>	Staffroom <input type="checkbox"/>	Curriculum Adjustment <input type="checkbox"/>
Class <input type="checkbox"/>	Classroom <input type="checkbox"/>	Emotional Regulation <input type="checkbox"/>
	Outside Classroom <input type="checkbox"/> <i>(Teacher supervised)</i>	Family / Carer <input type="checkbox"/>

Student use of mobile phone outside of the conditions listed above will result in phone confiscation and the potential loss of approval for exemption.

It is the student's responsibility to maintain this exemption pass at all times and present it to school staff when requested.

Parent signature: \_\_\_\_\_

Student signature: \_\_\_\_\_

DP Signature: \_\_\_\_\_

Additional notes – If required:

Appendix 6: Level 2 Mobile Device Monitoring - Internal Aspect

ST JOHNS PARK HIGH SCHOOL - LEVEL 2 MOBILE DEVICE MONITORING					
1st Week	Monday ___/___/___	Tuesday ___/___/___	Wednesday ___/___/___	Thursday ___/___/___	Friday ___/___/___
Phone Submitted	<input type="checkbox"/> Yes <input type="checkbox"/> Yes - DP initiated <input type="checkbox"/> No <input type="checkbox"/> Left at home	<input type="checkbox"/> Yes <input type="checkbox"/> Yes - DP Initiated <input type="checkbox"/> No <input type="checkbox"/> Left at home	<input type="checkbox"/> Yes <input type="checkbox"/> Yes - DP Initiated <input type="checkbox"/> No <input type="checkbox"/> Left at home	<input type="checkbox"/> Yes <input type="checkbox"/> Yes - DP Initiated <input type="checkbox"/> No <input type="checkbox"/> Left at home	<input type="checkbox"/> Yes <input type="checkbox"/> Yes - DP Initiated <input type="checkbox"/> No <input type="checkbox"/> Left at home
DP Signature					
Parent / Carer Signature					
Notes & Comments					
2nd Week	Monday ___/___/___	Tuesday ___/___/___	Wednesday ___/___/___	Thursday ___/___/___	Friday ___/___/___
Phone Submitted	<input type="checkbox"/> Yes <input type="checkbox"/> Yes - DP initiated <input type="checkbox"/> No <input type="checkbox"/> Left at home	<input type="checkbox"/> Yes <input type="checkbox"/> Yes - DP Initiated <input type="checkbox"/> No <input type="checkbox"/> Left at home	<input type="checkbox"/> Yes <input type="checkbox"/> Yes - DP Initiated <input type="checkbox"/> No <input type="checkbox"/> Left at home	<input type="checkbox"/> Yes <input type="checkbox"/> Yes - DP Initiated <input type="checkbox"/> No <input type="checkbox"/> Left at home	<input type="checkbox"/> Yes <input type="checkbox"/> Yes - DP Initiated <input type="checkbox"/> No <input type="checkbox"/> Left at home
DP Signature					
Parent / Carer Signature					
Notes & Comments					

**NSW Department of Education  
Students' use of Mobile Phones in Schools Policy**

This policy applies to all students in NSW public schools.

**1. Policy statement**

1.1 Students are not allowed to use mobile phones at school, including during recess and lunch.

1.2 Principals will manage individual requests from parents and/or carers, and students, for any exemptions to the policy.

1.3 Principals may allow students to use mobile phones in specific circumstances, such as for an educational purpose, to achieve student health and wellbeing outcomes, or as part of reasonable adjustment to enable students with specific needs to participate in education on the same basis as other students.

**2. Context**

2.1 Learning environments should support students to develop technological, social and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.



St Johns Park High School  
**Level 2 - Mobile Monitoring Card**

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Issued by: \_\_\_\_\_

Date: \_\_\_\_\_

**Target:**

To submit mobile device(s) and any associated mobile technology to the Deputy Principal for 2 weeks.

**Directions:**

- I will have this card signed each morning by my Deputy Principal.
- I will ensure my parent / carer signs this card at the end of each school day.
- I will make sure I keep this card with me at school for the duration of the Level 2 card placement.

I understand the above directions:

\_\_\_\_\_