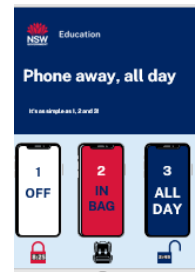




Mobile Phone Strategy

All mobile phones and paired devices are banned items at school.



“OFF, IN BAG, ALL DAY”

OVERVIEW

Rationale

From the beginning of Term 4, 2023, students in NSW public schools will be unable to use mobile phones at school under the [Students' Use of Mobile Phones in Schools](#) policy. This strategy is being implemented to increase focus and learning in classrooms, remove distractions and promote positive social interactions. The implementation of this strategy is a requirement of the NSW government and NSW Department of Education.

Environment	Expectation
Entire School Grounds	All mobile phones and their paired electronic devices, such as, but not limited to, airpods/headphones, and Bluetooth speakers are not permitted to be used during school operational hours for students.

Expectations

- All devices are “**OFF, IN YOUR BAG, ALL DAY**”, at all times, from the duration of school operational hours, from 8:25am to 2:45pm.
- Students who are catching a bus in the afternoon, whilst at the **designated bus stop waiting area**, will be permitted to use their mobile phone to contact a parent if necessary.

What does this look like?

- students CANNOT use their mobile phone during school operational hours from 8:25am through to 2:45pm;
- mobile phones are classified as BANNED ITEMS;
- students will not be able to access their mobile phone to use for payments at the canteen or finance office (this excludes the uniform shop). Cash, card or online alternatives are required;
- parents and/or carers will need to apply for an exemption to permit mobile phone use through specific circumstances. This will be considered on a case-by-case basis by the Principal and is not guaranteed;
- all school staff have the right to confiscate mobile phones which will be stored securely in the school safe and returned only by the school Principal or a delegate.

Consequences

- students not following the strategy will have their mobile phone and/or paired electronic device confiscated and stored securely in the school safe for the remainder of the day;
- teachers will place the mobile phone or paired electronic device in an envelope with the student's name, class, date and the condition of the confiscated item (e.g. cracked screen, etc);
- teachers must bring the phone to the front office as soon as conveniently possible;
- a student who refuses to hand over a mobile phone will be referred onto the faculty Head Teacher (HT). If there is further refusal, a Deputy Principal (DP) will intervene and parents will be called. Further consequences will be negotiated with the students' family.

- students will need to collect the confiscated item after 2:45pm from the designated spot at the back end of the office block (facing the science block), from the Principal or a delegate.

Confiscated Mobile Phone and paired Electronic Devices process

- On the **first occasion** a Mobile Phone or paired electronic device is confiscated:
 - Phone or device is taken to the office by the staff member;
 - A text message will be sent to parents and/or carers to inform them that their child had their phone confiscated due to non-compliance with the Department's *Students' Use of Mobile Phones in Schools* policy and Richmond High School mobile phone strategy;
 - The student can collect it at the end of the school day.
- On the **second occasion** a Mobile Phone or paired electronic device is confiscated:
 - Phone or device is taken to the front office by the staff member;
 - A text message will be sent to parents and/or carers to inform them that their child had their phone confiscated due to non-compliance with the Department's *Students' Use of Mobile Phones in Schools* policy and Richmond High School mobile phone strategy;
 - The parent will need to collect the confiscated device at the end of the school day.
- On the **third occasion** (or more) a Mobile Phone or paired electronic device is confiscated:
 - Phone or device is taken to the front office by the staff member;
 - A text message will be sent to parents and/or carers to inform them that their child had their phone confiscated due to non-compliance with the Department's *Students' Use of Mobile Phones in Schools* policy and Richmond High School mobile phone strategy;
 - The parent will need to collect it at the end of the school day. Further interventions will also be negotiated with the Principal and/or Deputy Principal, student and their family.

Teaching Expectations

- signs outlining mobile phones strategy of "OFF, IN BAG, ALL DAY" are displayed in every classroom and around the school at key locations (e.g. entry points);
- the Mobile Phone Management Plan and Mobile Phone strategy is posted on the school's website and published in the school newsletter;
- students are regularly reminded of the Mobile Phone strategy during class, assemblies and in grade meetings.

Exemptions

Parents and/or carers of students who wish to apply for an exemption, may complete the following application form and attach any supporting medical documentation. The exemption will be considered by the Principal who will decide if the exemption will be granted. Considerations for exemption include:

- medical
- wellbeing
- students with special educational needs

Applications forms for exemption can be found via our school [website](#).