



BEVERLY HILLS INTENSIVE ENGLISH CENTRE

Melvin Street North Beverly Hills 2209

Tel: 9533 1293

beverlyhg-i.school@det.nsw.edu.au

Mobile Phones and Personal Electronic Devices

This policy promotes enhanced learning, safety and wellbeing of students through the management of any risk of harm and distraction from the use of digital technology accessed via a mobile phone, smart watch, or other personal electronic device. This policy outlines the agreed upon procedures in managing students' use of these devices at Beverly Hills Intensive English Centre.

For the purposes of this policy, the term 'mobile phones and other personal electronic devices' include smart watch and all other electronic devices (including iPads and other branded tablets), as well as any associated listening accessories – such as, but not limited to, headphones, Air Pods, and ear buds.

We recognise that digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, 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.

The aim of this policy is to provide:

- a safe learning environment which promotes the absence of inappropriate mobile phone use (including cyberbullying) and/or distraction from learning,
- greater opportunities for students' social interaction and physical activity during recess and lunchtime to enhance sense of belonging.

Aim

While mobile phones and other such devices have significant advantages for use in the broader community, their use in schools is highly problematic. They cause significant distraction to learning and have been found to negatively impact a student's cognitive load. They can also pose a significant risk to the safety and wellbeing of students through unfiltered/unsupervised access to the internet and social networking platforms. The use of technology is important, but the risks and benefits of its use need to be managed.

Students Expectations

- Students may not use mobile phones and other personal electronic devices while on school grounds at any time. 'School grounds' extends to school excursions and other approved school activities and events occurring either at the school or off site, unless otherwise advised
- Mobile phones are to be '*off and away all day*', from the time students enter the school grounds in the morning until they are in the designated bus line area or have left school grounds after 3:00pm. This includes in the playground before school and at break times
- Students must switch their Smart Watches to 'aeroplane mode' for the duration of the school day if they are worn. Beverly Hills Intensive English Centre discourages student use of smart watches at school
- Students will not be permitted to charge any mobile phone or devices during school time
- Laptops are NOT included in the ban. However, students will be discouraged from accessing them before school or during break time in the playground. Students who wish to use laptops at these times must do so in the library or in a classroom under the supervision of a teacher
- Laptops and tablets should not be used for gaming at school unless the game is for educational purposes and the student has been instructed to do so by a teacher as part of a class learning activity
- Students will place their mobile phone or electronic device immediately in the phone box when instructed by a member of staff to do so. Failure to do so may incur further consequences.
- Students must take full responsibility for any mobile phone or similar device brought to school. The school or staff will not be responsible for their loss, theft, or damage. Students who bring them to school, do so at their own risk.

Exceptions / Accommodations

A small number of exceptions will be made. These exceptions will only be available for:

Managing a health condition

Health related exemptions can be sought by parents/carers by contacting the school. Students with insulin monitors or other health devices linked to their phone can carry their phone in their pocket and may check their phone as required to respond to alerts or alarms. The school must be informed by families of students to whom this applies.

A teacher directed / supervised learning activity

Teachers can grant a classroom-based learning exception for specific purposes for a specific time. For example, when creating digital film or taking photos for use in an assignment or class activity. Teachers giving such permission will provide notice as required and will supervise student use of the device for this purpose

Purchasing at the canteen or paying at the front office

Students will be able to use their mobile phones/device to pay for food/drink at the canteen or pay for fees and excursions at the front office. Students may only remove and use their devices at the counter. Devices must be put away immediately after paying and not used inappropriately

Parent or Caregiver Expectations

- Any messages that need to be passed on to students from their parents and/or carers during the school day should be directed through the school's front office rather than via the student's device. For acceptable reasons only, students will be permitted to use a phone in the front office to contact their parents.
- Understand that the school takes no responsibility for loss or damage to phones or personal electronic devices.
- In emergencies, parents will need to contact their children through the school front office. The school's phone number is 9533 1293.

Improper use of mobile phones or other personal electronic devices

Improper use of mobile phones or other personal electronic devices and accessories will result in students being directed by staff to surrender their phones which will be placed in the front office (including laptops).

Further disciplinary action

Further disciplinary action will follow if students:

- Are caught using their device in class or in the playground contrary to our expectations
- Use their phone to hotspot a laptop or computer
- Use their device to bully, intimidate, or otherwise harass other people through any voice call, text message, photographic, video, or other data transfer system available on the device
- Have, or are suspected of having, material on their phone that poses a risk to their own safety and/or wellbeing to that of other students or staff
- Use digital devices to disrupt the learning environment or interfere with the operation of the school
- Use or are suspected of using devices to record images, video, or sound without permission/consent

Consequences

Consequences may include:

- Confiscation of the device. There is to be no argument when requested to surrender their phones. Such behaviour may incur further disciplinary action
- A lunch time/after school detention or other appropriate disciplinary measure as determined by the school's discipline policy
- A ban for two weeks withdrawing the student's privilege of carrying a phone at school. Phones will need to be handed into the front office each morning and collected before returning home.
- Suspension in cases of repeated breach of policy where other disciplinary action has not redirected or minimised the behaviour of concern.



Jonash Ocampo
Deputy Principal (in charge of IEC)



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I have read and understood the mobile phone policy:

Student

signature _____ Date: _____

Parent / Carer

signature _____ Date: _____



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