

Mobile Phone Non-compliance Procedure



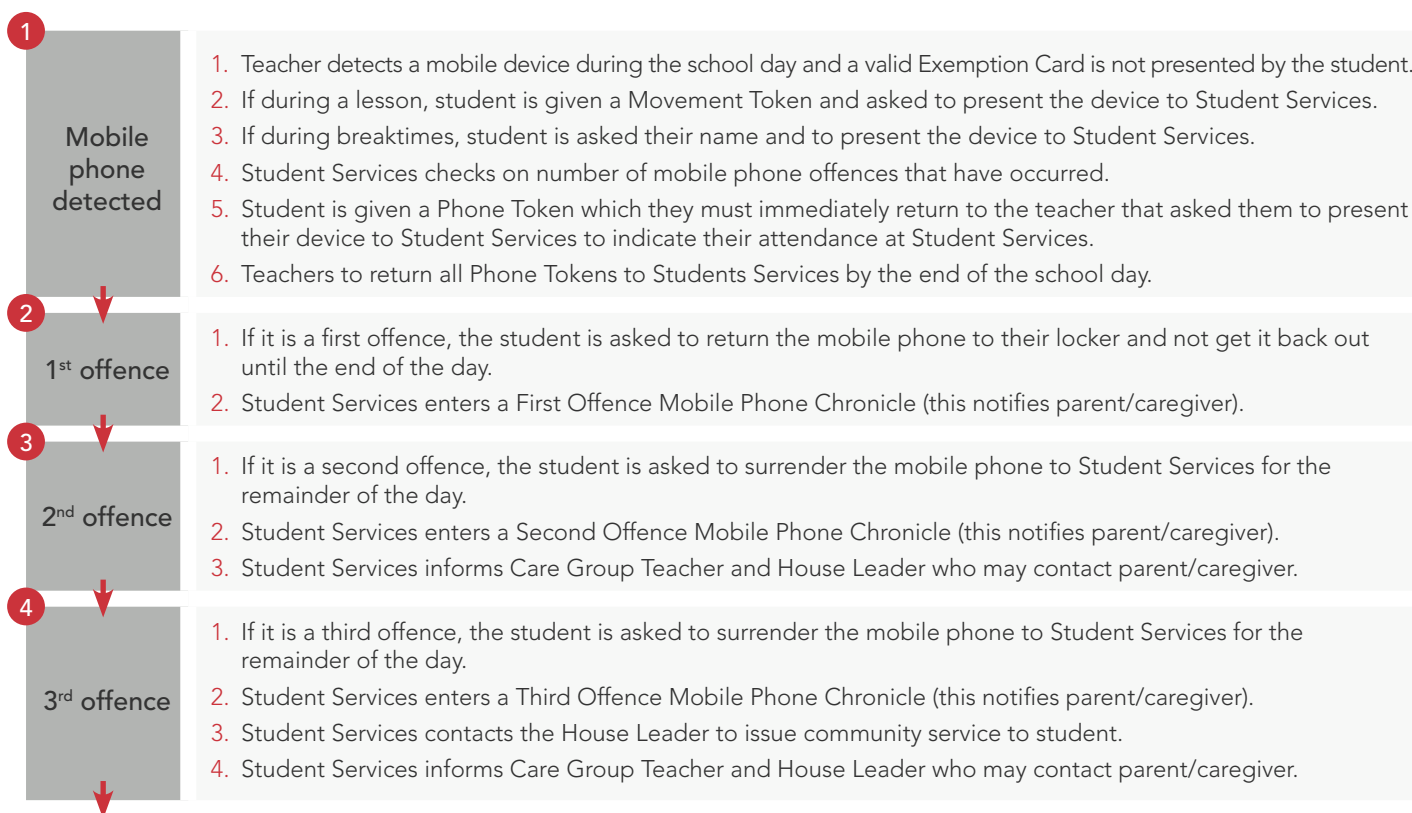
**HENLEY
HIGH SCHOOL**

Access to personal devices during school is managed so that students can be present in their learning and interactions with their teachers and peers. Our approach is for mobile phones and other devices to be off and away for the duration of the school day including during break times.

The Henley High School Mobile Phone Non-Compliance Procedure sets out the interventions that are in place to respond to students accessing their phone during school hours.

Procedure

This flowchart details interventions for a student based on the instances and pattern of their mobile phone non-compliance.



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Students who are detected with a mobile device after the third offence will enter into the next phase of consequences.

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Upon the fourth offence, Student Services will record a Mobile Phone Compass Chronicle and notify the relevant House Manager who will implement the following:

1. Contact home to inform parents/caregivers of the fourth offence.
2. Inform parents/caregivers and the student that they will be required to surrender their mobile devices to Student Services at the start of the school day.
3. Mobile devices can be collected by the student at the end of the school day.
4. This will happen for five school days.
5. Student Services will monitor this consequence and inform the relevant House Manager if it is not being adhered to.

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Upon the fifth offence, Student Services will record a Mobile Phone Compass Chronicle and notify the relevant House Leader who will implement the following:

1. Contact home to inform parents/caregivers of the fifth offence and arrange a meeting to discuss the issue and solutions.
2. Inform parents/caregivers and the student that they will be required to surrender their mobile devices to Student Services at the start of the school day.
3. Mobile devices can be collected by the student at the end of the school day.
4. This will happen for five school days.
5. Student Services will monitor the consequence and inform the relevant House Leader if this is not being adhered to.

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For any offences after the fifth, Student Services will record a Mobile Phone Compass Chronicle and notify the relevant Year Level Leader who will implement the following:

1. Contact home to inform parents/caregivers of another breach and inform them of an external suspension for multiple breaches of the ban.
2. Year Level Leader to complete suspension paperwork, get it signed by the Principal or delegate and ensure attendance records are adjusted accordingly.
3. Inform parents/caregivers and the student that any further breaches will result in additional external suspensions.
4. Multiple suspensions from school may lead to the exclusion of the student.

Persistent non-compliance

Roles and responsibilities

Students

Ensure mobile phones, wireless earbuds, smart watches and other devices are switched off, locked in the locker and not accessed or used for the duration of the school day. Students may choose not to bring these devices to school.

Students with an approved mobile phone ban exemption must only use their mobile device for the reason and at the time and place stated on their Exemption Card. They must present the card to teachers when requested.

Parents and caregivers

Ensure that students know the requirements and follow the policy and procedure. Apply for a mobile phone ban exemption where required.

Teacher

Identify any use of mobile phones or other devices during the school day and follow the outlined procedures when identified.

Well-being team

House Leader to support students and families with the implementation of the ban and manage community service.

PM yard duty coordinator

Supervise and administer community service as required.



Student Services

Issues Compass Chronicles, manage the use of Phone Tokens, secure surrendered student mobile phones and reissue to students at the end of the day, and advise Care Group Teachers and House Leaders of student non-compliance.

Principal

Review and approve/not approve applications for mobile phone ban exemptions.

Mobile Phone Chronicle entry

The process for submitting a Mobile Phone Chronicle entry on Compass is detailed below. The entry results in:

- ✓ -ve demerit points for the student
- ✓ An automatically generated letter being sent to the student's parent/caregiver.

Community service

A list of students who have committed a third offence and issued with community service will be generated by the House Leader. The House Leader will manage appropriate school duties, such as setting up for events and cleaning classrooms. If there are no appropriate school duties, the House Leader will provide a list of students who will report to a designated area during the middle bell of lunch for the PM Yard Duty Coordinator to supervise and administer the community service. PM Yard Duty Coordinators will be issued with gloves and plastic bags for students to clean the yard.

Failure to report/attend community service will result in a further consequence at the discretion of the House Leader.

Mobile Phone Ban Exemption

Parents and caregivers may apply for a mobile phone ban exemption for specific purposes. This includes where the device is used to monitor or help manage a health condition, is a negotiated adjustment to a learning program, is used for translation in the classroom, or the student has extenuating personal circumstances such as being a parent themselves or a primary carer to younger siblings or an unwell family member.

Mobile Phone Chronicle entry process

The purpose of the Mobile Phone Chronicle is to provide information to staff and parents that their child has used a banned mobile phone or device during the school day.

The following outlines the process for generating a Mobile Phone Chronicle.

1. When a student is detected with a mobile phone during the school day, the teacher asks them to present to Student Services. Student Services enters the details in a Compass Chronicle by searching for the student and clicking on the *Add Chronicle Entry* button.

The screenshot shows the Compass system interface for a student profile. The student is identified as Martin (Marty) Riggs, 12FL1, Year 12, with an 'Active' status. The interface includes a navigation bar with icons for home, calendar, mail, edit, grid, people, and star. A search bar is present at the top right. The student profile section shows a photo, personal details (Male, 38 years, 2 months, 30/03/83), contact information (Martin.Riggs@henleyhas.sa.edu.au, Student ID: 123456), and groups (Florever, Year 12). A red box highlights the 'Add Chronicle Entry' button, which is circled with a red '1'. A notification banner at the top right states: 'Martin (Marty) Riggs - 12FL1, Year 12 has a large number of 'Not Present: Unexplained' entries (56)'. Below the profile, there is a 'Student Chronicle' section with a table showing 'Chronicle Summary' for 2021.

Chronicle Summary	2021	Total
General	1	1
Attendance Notifications	00	00

2. Enter the details in the Chronicle entry screen, including:

Template:

Select: *Mobile Phone*

Mobile Phone:

Select: *Has the student been caught with a mobile phone*

Don't change any other settings on this page.

3. Click on *Save and Close*. This will send the email to the parent/caregiver.

Template of the email sent to parents/caregivers

To parent/carer,

Your child XXXX has been identified as having a mobile phone or personal device during the school day. Henley High School prides itself on its values of respect and responsibility.

The mobile phone policy is intended to promote:

1. safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
2. classroom environments where teachers can teach and students can learn free from distractions caused by personal use of devices.

We have a clear policy and procedure. Please be aware that the following breaches will occur if students continue to avoid these expectations.

Breach 1 = Parent notification and first warning to student.

Breach 2 = Parent notification, second warning, confiscation of mobile phone or personal device and if any support is required, a call home from Care Group Teacher to discuss.

Breach 3 = Parent notification, third warning, confiscation of mobile phone or personal device, community service and House Leader Intervention.

Breach 4 = If students persist in having a mobile phone or personal device during lessons, we will deal with this through our behaviour management processes and may contact you to discuss a solution.

If you have any issues or concerns, please contact your students care group teacher.

Supporting information

Department for Education Mobile Phone Policy

Record history

Published: January 2024

Review scheduled: January 2026

Contact

Principal



Government of South Australia
Department for Education

