



East Hills Girls
Technology
High School

MOBILE PHONE POLICY

2025



East Hills Girls Technology High School

Mobile Phone and Digital Device Policy

Rationale:

East Hills Girls Technology High School is committed to the creation of a safe and respectful environment for all staff and students. East Hills Girls Technology High School acknowledges that students may need to be in possession of a mobile phone at school for reasons relating to their safety travelling to and from school. There is a range of technologies available today that when incorporated appropriately into lessons, can enhance learning. When these technologies are misused by students, they can be very disruptive to teaching and learning and cause other problems such as:

- Bullying and harassment
- Peer conflict
- Distractions from learning
- Cheating in tests or exams
- Theft or damage

Expectations of students:

In view of the rationale above, East Hills Girls Technology Girls High School has set the following guidelines in relation to mobile phones and other digital devices:

- The school strongly recommends that your daughter DOES NOT bring a mobile phone to school. The school takes NO RESPONSIBILITY for lost, stolen or damaged mobile phones or devices and a student uses their phone or device at their own risk.
- All contact between students and their parents/carers must be done through the school's front office. In the event that families require phone contact with their children, they are required to contact the school (97739160) at the first instance.
- Use of mobile phone is prohibited when on a bathroom break, during classes, between lessons, unless under the express direction of their classroom teacher and for an educational activity.
- Staff reserve the right to confiscate phones or devices such as air pods or iPads if a student has failed to follow instructions regarding their devices.
- Any student who produces or uses mobile phones or any other prohibited digital device in the classroom will immediately have that device confiscated until the end of the day.
- Staff also reserve the right to confiscate phones or devices suspected of containing illegal, malicious or dangerous material. This will take place with the student present.
- Students may take photos or video footage while at school ONLY if they are engaged in school related learning activities and have been given permission to do so by their teachers.
- If students choose to bring an electronic device to school, they must be switched off and out of sight in school bags, (not in pockets), in all classrooms, learning or event spaces and during transition times between classes or when moving to class after recess or lunch. This includes the library, kitchens, Science labs or event spaces, the MPC and computer rooms. Thus, all phones and earphones must be in bags before entering class.
- A student must not use headphones or Air Pods in any learning space, event, assembly or when transitioning between classes.
- Students are not permitted to charge their phones in class. Mobile phones need to be switched off and in bags at all times in all learning or event spaces.

- Repeated failure to follow the school's mobile device policy may result in the students having to surrender their phone, prior to the commencement of Period 1 until the conclusion of the school day.
- Mobile phones may not be used at recess, lunch and before/after school in the playground.
- Students are not permitted to video/take photos of themselves or their friends on any digital device and post on social media in their school uniform either at school or/and at home.

Mobile phones and digital devices must not be used to do the following in learning spaces and the playground:

- Bullying or harassing anyone inside or outside the school
- Taking photos or videos of other students, or staff or of self
- Filming fights or other criminal activities
- Accessing, distributing or showing inappropriate or illegal material
- Listening to music through an external speaker
- Any use that is unlawful

PROCEDURES

In all learning and event spaces, students will be given a reminder:

- "At East Hills Girls Technology High School, we have our phones switched off and in your school bag."
- Teachers will prompt through questioning, e.g. 'why is it important to put your phone away in a learning space?'
- Direct the student to an example of someone who made the choice to follow the expectation.
- Give appropriate praise etc. for students who have fulfilled the expectation.

Failure to comply with the above guidelines will result in the following actions by staff: Three Step Consequences:

STEP ONE	• Students' who don't respond to the reminder, have their phone confiscated and given to the front office and collected at the end of the day. If a student refuses to give their phone to the teacher a notification is sent to the Head Teacher for follow up. On collection of their phone, the student is reminded of the rules and issued with a detention. The student is recorded on Sentral as being at STEP ONE.
STEP TWO	• Following step one, if a student fails to follow the Mobile Phone and Digital Device Policy, in the second instance, the phone or digital device will be confiscated, given to the front office and parents called. Parents/carers to collect the phone. Student is recorded at STEP TWO. Student and parent/carer to attend a meeting with Deputy Principal where the rules will be explained and a contract outlining the rules and the students agreed actions to follow the rules is discussed and signed by student and parent/carer.
STEP THREE	• Failure to uphold the contract will be viewed as persistent disobedience and may result in a warning of a suspension and/or a suspension.

Students will automatically go to **Step Two or depending on severity, Step 3**, if they are seen:

1. Filming
2. Recording
3. Appearing to have phone in filming position (this also applies to selfies)
4. Harassing, bullying anyone inside or outside the school.
5. Accessing or distributing illegal materials.
6. Listening to music through an external speaker.



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MOBILE PHONE AND DIGITAL DEVICES CONTRACT

Student Name: _____ Roll Class: _____ Date: _____

As a student at East Hills Girls Technology High School, I understand that I am a safe, respectful learner. I understand that it is the expectation that I use my mobile phone and/or digital devices in a safe and respectful manner. I understand that it is wrong to use my phone and/or digital device in a way that threatens, intimidates and harasses another student because by doing this I make other students feel unsafe at school.

I agree to the following:

- Ask the front office to make a call to my parent/carer on my behalf if it is urgent.
- Keep my mobile phone switched off and out of sight in my school bag (not in pockets) in all classrooms, learning or event spaces. This includes the library, kitchens, MPC, science labs and computer rooms.
- Keep my mobile phone switched off and out of sight in my school bag (not in pockets) when I am on a bathroom break, delivering a message to a staffroom or the front office, moving between classes or going to class after recess or lunch.
- Hand my phone over immediately and without argument on request if I have broken an exemption.

I agree **NOT** to:

- Use my phone in any way (text, film, surf the internet, access social media or listen to music with or without headphones) in any classroom, learning or event space.
- Take video or photos of myself or my friends and post on social media in my school uniform either at school and/or at home.
- Use my phone in any way during transition times or when on a bathroom break.
- Argue with a staff member if they need to remind me of the rules.
- Use my phone to text or call or use social media to threaten, intimidate, harass or bully anyone in any area or at any time.
- Use my phone to listen to music on external speakers in the playground.
- Use my phone to take footage, a photo or voice recording without the teacher's permission.

By signing this contract, I understand my responsibility regarding the Mobile and digital device policy at East Hills Girls Technology High School.

Student Signature

Parent/Carer Signature

Date

Deputy Signature

Date