



2-7 Mobile Phone Policy

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Date Prepared	November 2024
Date Ratified by the Board:	November 2024
Monitored by	Principal
Review by	Board of Directors, Principal, Welfare Officer
Date for review	November 2025
Status	Ratified
Policy Pertains to:	Board, all staff, students and College community.

Version History

Version	Date	Notes
1.0	November 2024	Initial policy development to create policy and procedure around student use of mobile phones at the College

Contents

1. Introduction	3
1.1 Introduction.....	3
1.2 Christian Rationale	3
1.3 Purpose and Scope	3
2. Our College's Approach	4
3. Student Expectations	4
3.1 Students Arriving Late to the College or Leaving Early.....	5
3.2 End of Day Procedures	5
3.3 Break Times	5
3.4 Excursions	5
3.5 Adjustments	5
4. Policy Breaches	6
5. Damaged or Lost Pouches.....	6
6. Responsibilities and Obligations.....	6
6.1 For Students	6
6.2 For Parents and Carers.....	7
6.3 For the Principal and Teachers.....	7
6.4 For College Administration Staff.....	8
6.5 For Non-Teaching Staff, Volunteers and Contractors.....	8
7. Communicating this Policy and Procedure to the College Community.....	8
8. Complaints	8
9. Review Process	8

1. Introduction

1.1 Introduction

Wagga Wagga Christian College endeavours to ensure that the College is a safe environment where children are free of the risk of any form of abuse, or any other danger. Mobile Phones and other personal electronic devices such as smart watches are hindering students' ability to learn well and be safe on campus. Especially with the rise of anxiety in students due mainly from people curating lives online that are impossible to achieve and influencers tapping into the need to keep up and be part of the in crowd. The addictive nature of the screen means that student who use devices in class to check social media or to communicate with other loose significant amounts of time in each lesson as the time to get back on task is significant. This policy aims to help us to learn to use devices appropriately, critique the culture in which we live and help our young people focus on their learning outcomes.

1.2 Christian Rationale

Wagga Wagga Christian College has a commitment to honour and glorify God and 'In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God'.

Training up our young people so that they can be people that fulfill that mission is fundamental to us as a College. In Proverbs 22:6 it says train up a child in the way he should go and when he is old, he will not depart from it. The use of mobile phones wisely and well requires much training while our children are young so that they learn good habits and wisdom which will help them as they enter the adult world.

1.3 Purpose and Scope

This document outlines the policies and procedures which underpin the management of the Mobile Phone program, providing a consistent framework for the use of mobile phones in the College environment. We will be using a pouch system which will be in place throughout the College day upon arrival until 3:10pm and covers access to mobile phones on college grounds, at College-related activities and outside of the College where there is a clear and close connection between the College and the conduct of students. This procedure identifies that mobile phones are not considered an appropriate device under the College's device program.

The implementation of the Mobile Phone program at Wagga Wagga Christian College is designed to support students to use mobile phones, and adjacent technology in a responsible and ethical manner. It provides a 'phone-free' space which encourages students to develop the skills to interact positively with their peers and teachers, and to fully immerse themselves in the learning process.

2. Our College's Approach

To support students in the development of positive relationships, social skills, learning habits and overall health and wellbeing, Wagga Wagga Christian College has implemented a pouch system to create a 'phone free' space for students whilst at college or when engaged in college-based activities.

At Wagga Wagga Christian College, we recognise the potential impact of mobile phones on student learning outcomes, social skills and overall wellbeing. Whilst mobile phones can be used as a convenient tool for communication and access to information, they can also become unwelcome distractions, discourage the development of essential social skills and isolate young people from their peers. In some instances, this can lead to social conflict, sleep deprivation, mental and other health challenges. A company recently surveyed over 900 school partners to measure the effects of creating phone-free educational environments. These schools achieved notable progress in multiple areas:

- 65% of schools saw an improvement in academic performance
- 74% of schools saw an improvement in student behaviour
- 83% of schools saw an improvement in student engagement in the classroom

The main device for learning at Wagga Wagga Christian College is a laptop. All students enrolled at Wagga Wagga Christian College will be allocated a mobile phone pouch free of charge. Students enrolling throughout the year will be allocated a pouch as part of their enrolment. If this is damaged or lost a replacement cost of \$15 will be billed to parents/carers.

3. Student Expectations

Each student will be allocated a uniquely identified pouch and expected to have their phone SWITCHED OFF and secured in the pouch for the duration of the College day. Pouches are not to be marked in any way so they can be re-allocated in the future. Students are not permitted to have headphones, Air Pods or earbuds that connect to their device via Bluetooth. These need to remain at home, as do any gaming devices. For students who attempt to communicate via the use of a smart watch, these will be managed by staff the same as an un-pouched device.

The expectation is that students follow the process below when entering and exiting the College:

- Place switched off phone in the pouch upon arrival and press the locking pin to secure device for the duration of the school day
- Pouched phones are checked during the start of day when roll is marked. Or at any other time of day if requested by staff
- Unlock pouches at one of the unlocking stations as students depart for the day

At the beginning of the school day, students will be required to lock their phone into their pouch.

Classroom teachers and Executive will regularly check that students have their phones locked in their mobile phone pouch and random spot checks will be conducted during lessons throughout the day. For students who choose not to bring a phone to the College, they must still bring their mobile phone pouch. If requested, students are to present their pouch to staff at any stage throughout the day.

3.1 Students Arriving Late to the College or Leaving Early

For students who require an early departure or late arrival, an unlocking station will be available at the Administration Office upon signing in/out for the day. Students who arrive late to school MUST pouch their phone at the Administration Office when they sign into Compass. They are then to show their teacher their pouched phone upon arrival to class. Teachers will not admit students late to class without a pouched phone. If a student arrives during break time, they are still to report to the Administration Office to pouch their phone. Students who need to leave early must also report to the Administration Office to un-pouch their phone.

3.2 End of Day Procedures

At the end of the school day, students will be able to unlock their mobile phone pouch using the unlocking stations situated at strategic locations around the College. Students are then to secure their mobile phone pouch in their bag for the following day. Students are reminded that even when their phones are released, they are still representing Wagga Wagga Christian College and responsible use of devices still applies.

3.3 Break Times

Students will not have access to their phones during break times. The College Canteen will accept cash or card payments only.

3.4 Excursions

Whilst off-site on College-based activities, the mobile phone pouch system still applies and students must keep their phone in their mobile phone pouch, unless explicitly stated for a specific purpose. This includes College sports carnivals. Where students may not return to College at the conclusion of an event, the supervising teacher will bring a mobile phone unlocking station for students to release their phones prior to departure.

3.5 Adjustments

Adjustments to any part of this procedure may apply for some students under medical or exceptional circumstances; however, full exemptions will not be provided. Parents and caregivers can request alterations, and these will be considered on a case-by-case basis and granted when required by law or at the discretion of the Principal. For students who wish to contact employers during the school day or vice versa, the College is willing to generate an official letter upon request indicating that students will not be contactable except through the College office.

4. Policy Breaches

The following flow chart details the management procedures for students who breach the Mobile Phone Policy at Wagga Wagga Christian College. In addition, if a student has their phone pouch and it buzzes or rings, they will be required to take it to the relevant Head of School or Wellbeing Leader where they can unlock it and turn it to silent before putting it back in their pouch. If this occurs repeatedly, the process will be escalated.

First infringement	<ul style="list-style-type: none"> • Phone will be confiscated by a teacher and handed to the student's Stage Coordinator or the Wellbeing Leader. • Teacher will log a phone infringement in Compass. • Student collects their phone from the College office at the end of the day.
Second Infringement	<ul style="list-style-type: none"> • Phone confiscated by teacher and taken to the College office. • Logged notification in Compass and contact made to parents by email. • Phone to be put in College safe in an envelope with the student's name for parents to collect.
Third infringement	<ul style="list-style-type: none"> • As per Second Infringement. • Further parent/student meeting with Wellbeing Leader to discuss the issue. • Student is to be placed on a behaviour plan where the phone is handed in to the College office on arrival to school and collected at 3.10pm
Fourth infringement	<ul style="list-style-type: none"> • As per Second Infringement. • Student may be suspended • Parent to attend an interview with Head of Sub-School/Principal to discuss the underlying lack of cooperation and the student's future in the College.

5. Damaged or Lost Pouches

Students who have lost or damaged their pouch are not to bring their phone to the College until they have organised a replacement pouch. If the students' phone is seen, then staff will follow the procedure outlined in the flow chart above. Students are required to pay a fee of \$15 for the replacement of the damaged or lost pouch. Students with a damaged or lost pouch who need their phone before or after school, can hand their phone to the College office each morning where it will be kept until a new pouch is issued. Students who damage College property related to supporting the mobile phone pouch program will be managed in accordance with Student Code of Conduct.

6. Responsibilities and Obligations

6.1 For Students

- Be safe, responsible and respectful users of digital devices and online services and support their peers to do likewise.

- Respect and follow College rules and procedures and the decisions made by staff, knowing that other schools may have different procedures and rules.
- Communicate respectfully and collaboratively with peers, College staff and the College community and behave in the ways described in the Student Code of Conduct.
- Should a student need to make a call during the school day, they must approach the Administration Office and ask for permission to use the College's phone.

6.2 For Parents and Carers

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of this policy, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with College staff and the College community respectfully and collaboratively as outlined in the Parent Code of Conduct
- Switch off or put their digital devices on silent when at official College functions, during meetings and when assisting in the classroom.
- During College hours, parents and carers are expected to only contact their children via the Administration Office. If you need to collect your child, we will send for them to meet you at the Administration Office.

6.3 For the Principal and Teachers

- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
 - Establishing agreed classroom expectations for using digital devices and online services, in line with this policy and procedure.
 - Identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device.
 - Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
 - Educating students about digital citizenship including: online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Model appropriate use of digital devices and online services.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by College procedures, and any statutory and regulatory requirements.
- If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children's safe, responsible and respectful use of digital devices and online services.
- Participate in professional development related to appropriate use of digital devices and online services.

6.4 For College Administration Staff

- Implement the administrative processes outlined in this policy.
- Assist students to lock/unlock their pouches throughout the day when entering/exiting the College grounds where necessary.
- Communicate with parents and carers and teaching staff where required to ensure the smooth implementation of the policy.

6.5 For Non-Teaching Staff, Volunteers and Contractors

- Be aware of the College's policy, this procedure and act in line with the conduct described.
- Report any inappropriate use of digital devices and online services to the Principal, College Executive or College staff they are working with.

7. Communicating this Policy and Procedure to the College Community

Students will be informed about this policy and provided with updates regarding its implementation through roll call, stage or class meetings, and assemblies. Student feedback will be collected on a regular basis through the Student Leaders. Parents and carers can access this policy on the College website or in hard copy form at the College office.

8. Complaints

If a student, parent or carer has a complaint under this procedure, they should follow the College's complaint process.

9. Review Process

The Principal or delegated staff will review this policy on an annual basis in consultation with student leaders, teaching, administrative and support staff.