



WYNDHAM COLLEGE
NIRIMBA

Mobile Phone - Policy and Procedures.

At Wyndham College we are committed to building a safe and supportive learning environment, which promotes academic excellence, innovation, and an appreciation of diversity.

Purpose

To inform the Wyndham College community of the 'Mobile Phone Policy and Procedures' and to outline the appropriate use of phones/devices at Wyndham College.

Policy

The NSW Government and Department of Education have implemented a ban on the use of mobile phones/smart devices on College grounds from 9 October 2023. This is designed to support and enhance the College's core business of teaching and learning in an environment free from unnecessary distractions. The Policy applies equally to mobile phones and smart devices such as but not limited to, smart watches, portable computer games, iPods.

As such, phones/smart devices (including airpods/headphones) must be switched off and/or removed before entering the Wyndham College grounds. They must always remain off unless the classroom teacher instructs students to use their phone/smart device for a particular educational purpose. The phone/smart device must be switched off again once this activity is completed.

The following is clarification for the various stakeholders within Wyndham College -

Students

- Phones/smart devices must remain off until the end of scheduled classes. Once students are leaving College grounds phones/smart devices may be turned on.
- Students must not turn on their phones/smart devices to check for, or send, messages, look at notifications or take and/or make phone calls during class time, break time and assemblies.
- Phones are not considered a BYOD device. Students should, therefore, have a laptop or tablet for classwork. Laptops can be loaned from the College Library for individual lessons when required.
- Students remain responsible for all their personal effects. Phones/smart devices are brought to the College entirely at the owner's risk.
- In line with the College's Behaviour Support Management Policy, and the NSW Department of Education [Student Behaviour Code](#), for students, who fail to follow the Policy, as described, the following process will be applied -
 - The student will be asked to switch off the phone/smart device and place it in their bag for the remainder of the school day.
 - If the student fails to comply, they will result in a referral to the Head Teacher and call to parent.
 - If the student fails again to comply, they will be asked to give their phone/smart device to the Deputy Principal until the end of the school day.
 - The Deputy Principal will contact parents/carers regarding the non-compliance with the Mobile Phone Policy.
 - A student may have to give their phone/smart device to the Deputy Principal before the start of each school day, for the entire school day.

Staff

- Phones/smart devices must be switched off or put on 'silent' or 'discrete' mode.
- Except in urgent or exceptional situations, phone/smart device use is not permitted during teaching time, playground duty, assemblies and meetings.
- Teachers may use phones to
 - mark Connect and class rolls
 - check timetables and schedules
 - for teaching activities requiring apps, timers etc
 - to document activities in an emergency situation, whilst on excursions etc

Parents and Carers

Mobile phones/smart devices should be switched off or on silent/discrete mode while on College grounds for meetings, activities, and functions etc.

For urgent matters, parents and carers may contact students via Wyndham College Office.

Parents and carers should explain to students the necessity of complying with the College's Mobile Phone Policy

General

Inappropriate Use

Generally, a phone/smart device must not be used inappropriately, including, but not limited to -

- threatening the privacy, safety, or well-being of any person
- photographing, filming/videoing or voice recording anyone without their consent.
- bullying, intimidating, or harassing anyone through messaging, photographing, filming/videoing via any form of data transfer system
- where the action is in breach of any law

As it is a criminal offence to use a phone/smart device to menace, harass or offend another person. Wyndham College is obliged to involve the police.

Exemptions

In Exceptional circumstances, the Principal, Deputy Principals, and the Head Teacher Wellbeing can approve exemptions of this policy.