



Phone Policy and Procedures.

At Wyndham College we are unreservedly committed to building a safe and supportive learning environment which promotes academic excellence, innovation, and an appreciation of diversity and we trust that we have your full support with these procedures.

Purpose

To inform all members of the Wyndham College community about the appropriate use of phones and smart devices at Wyndham College. To outline the procedures and processes of this policy.

Policy

At Wyndham College we recognise that many students and their families own phones and smart devices and wish for them to be always carried for effective communication and safety / security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions, therefore we ask students to turn their phones and devices off or onto silent mode once on the college grounds. If emergency contact needs to be made, please call the front office on (02) 92087100. Wyndham College is prepared to allow phones **on the premises but only with the parameters of the policy as stated below.**

Procedures.

Staff

- During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discrete' mode.
- Except in urgent or exceptional situations, phone use for communications is not permitted during teaching time, while on playground duty and during meetings.
- Teachers may use phones to mark rolls, check student timetables and in the performance of teaching activities requiring apps, timers or to document activities via video or photography, whilst on excursions or in any emergency situation.

Students

- Phones / electronic devices (including airpods/headphones) must be switched off (removed) or on silent mode before entering a classroom, assembly or any learning space and are to remain that way unless the classroom teachers instruct students to use it for the lesson. "Off and away, unless I say."- Teacher.
- Students must not receive or send messages, check notifications or take/make calls during class time or assemblies. They should wait for break times to make any personal calls.
- No student should invade another person's privacy by using their phone to take photographs, videos or share another person's image without their permission.
- Phones must not be used to send intimidating or unpleasant messages or images.
- Students remain responsible for all their personal effects; phones are brought to the school entirely at the owner's risk. Wyndham College accepts no responsibility for replacing lost, stolen or damaged phones.
- Phones are not considered a BYOD device; students should have a laptop or tablet for classwork. Laptops can be loaned from the library for individual lessons when required.

Parents and Carers

- Recognise the role they play in educating and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and phones.
- Support the implementation of school procedures, including its approach to resolving issues.
- Switch off or put on discrete mode their phone when at official school functions.

Sanctions

In line with the school's Behaviour Support Management Policy, and the NSW Department of Education [Student Behaviour Code](#), students who fail to follow these guidelines, the following sanctions may be applied:

- Students are asked to place their phone in their bag for the remainder of the lesson.
- Communication with parents/guardians regarding phone misuse at school.
- A student being banned from having the phone in class, by handing it in to the Deputy Principal's office at the start of each day and collecting it when they leave.

Inappropriate Use

Generally, a phone or device is used inappropriately if it:

- Disrupts the learning of the owner, other students or the lesson/activity.
- Threatens the safety or well-being of any person; or is in breach of any law.
- Used to photograph, video or voice record another person without their consent.
- Is used to bully, intimidate or harass other people through any SMS, Text message, photographic, video, airdrop or other data transfer system available on a phone.

It should be noted that it is a criminal offence to use a phone or device to menace, harass or offend another person. Wyndham College may consider it appropriate to involve the police.

Related Technology

The procedures applying to the inappropriate use and security of phones, and smart devices, applies equally to the inappropriate use of portable computer games, smart watches, iPod's and similar devices.

Exemptions

The Senior Executive and Head Teacher Wellbeing, and then only in exceptional circumstances, can approve exemptions of this policy.