



## **WINMALEE HIGH SCHOOL**

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### **Off & Away – Gate to Gate Mobile Phone Ban Procedures**

#### **Frequently Asked Questions**

##### **Can students keep their phone in their bag during the school day?**

Yes, all students can keep their mobile phone in their bags during the school day. However, it must be turned off. No student mobile phones should be on during the school day (gate to gate).

##### **Can students bring a laptop to school?**

Senior students are welcome to make use of the BYOD device policy. For junior students, permission to bring a laptop needs to be negotiated and it is usually part of an Individual Learning Plan.

Students bringing a device to school must complete a BYOD permission note so their device can be connected to the school's Wi-Fi. Students cannot use their mobile phones to hotspot to access Wi-Fi.

##### **Can students use their BYOD laptop outside of scheduled classes?**

Senior students can use their BYOD laptops in designated areas, such as the central quad, or the library senior area, outside of their timetabled classes and for study periods. If students are misusing their device, or accessing materials or sites not appropriate for school, the device may be subject to confiscation procedures.

##### **How will I contact my child during the school day if they are not permitted to use their phone?**

If it is an urgent matter that students can't respond to before they arrive at school, and after they leave (gate to gate), then parents and carers can call the front office at the school and leave a message.

It is important to understand that to manage the volume of calls, this is best used for urgent matters. With over 750 students on site, and a small office staff team available to answer calls, we need to manage this effectively.

##### **Can my child phone me from school for any urgent matters?**

Yes, students may ask the front office, or their supervising deputy principal to use the school landline phone to call parents/carers. If it is a matter which the school can manage, we will encourage students to work with staff to solve any problems.

If students are unwell, they should report to Sick Bay, as per current school procedures. If we are unable to contact a parent via the front office, we may ask the student to use their phone to contact parents/carers whilst under direct supervision.

##### **Can students use their phones during recess and lunch and before and after school?**

No. The mobile phone ban policy states that the procedures must cover all aspects of the school day, including breaks.

##### **Can my child wear a smartwatch?**

Yes, the school in consultation with the P&C will allow smartwatches to be worn. This approval will be reviewed at the end of Term 4 and if guidelines are being followed by students, this will remain. There will be strict rules around the use of a smartwatch.

A smartwatch can be used to view the time and monitor steps and activity. Confiscation of this device will apply if students use their smartwatch in the same way as a mobile phone, eg. to make calls, send text messages, or listen to music. As smartwatches are connected to a mobile phone, and the phone should be off and away, students can use their smartwatch within the guidelines.



### **Can my child bring an mp3 player, or iPod to listen to music at school?**

No, students may not bring mp3 players or iPods to school and personal earphones, headphones and air pods are not to be used at school.

Students with an existing Individual Learning Plan (ILP) may be exempt at the discretion of the principal.

### **Can students use their mobile phones to make a payment at the school canteen, uniform shop or front office?**

No, students cannot use their phones to make purchases at school. Phones should be off and away all day, including during recess and lunch breaks.

If students have a smartwatch connected to payments, they may tap with their watch. Members of the P&C have suggested the pocket money card and app, Spriggy. Information can be found at <https://www.spriggy.com.au/>

### **Can students voluntarily hand in their phone at the office each day?**

Yes, this can be arranged if required. It is important that students understand that they cannot be late to class or leave class early if they have decided to voluntarily hand in their phone to the office.

### **How will students take photos of notes on the board in lessons if they are not permitted to use their mobile phone?**

Teachers will take a photo of any relevant board work and share this to the class Google Classroom for all students. If it is for an individual student, the image can be emailed to the student.

### **Can a student who has an Individual Learning Plan use their mobile phone to take a photo of the board, and use it to copy notes into their books during class?**

No, students are not permitted to use their phone at all in class. Those students who currently use this strategy can borrow a device from the Learning Hub to allow them to continue to access this adjustment. These students already have a plan and can be supported through this transition.

### **Can students use their phone on excursions and sport days?**

No. The mobile phone ban policy states that the procedures must cover all school organised events – excursions, sport carnivals etc. There may be some exceptions where it states in the event Risk Management Plan that a mobile phone is required. However, this will be in rare and very specific circumstances and will be clearly stated in permissions and planning for the event.

### **Would students be permitted to use their mobile phones in the case of a bushfire emergency at school?**

In the event of a shelter-in-place situation, students will only be permitted to use their phones once all safety measures have been enacted, and they have been accounted for.

It is important to note that allowing access to phones during the early stages of an emergency has led to misinformation and heightened anxiety levels in the past. Our top priority is the safety of our students, staff, and community members. We believe that the safety measures in place at the school are appropriate and that parents coming to pick up their children may be placing themselves in danger.

If it is safe to do so, parents may come to collect their children during a bushfire lockdown, but arrangements cannot be made over the phone. Students will only be released in person with their parent or carer following our release protocols.