

13 September 2023

## Parent/Caregiver Questions

- 1. What if a student does not comply with the mobile phone plan and accesses it at during the school day?**  
*Students will be made aware of all the new school rules ahead of Term 4 and will be required to comply with them. As with all school rules, student refusal will result in appropriate action being taken, in accordance with the school's behaviour code/policy.*
- 2. What if a student needs to make an urgent phone call home?**  
*Students will be allowed to call home via the front office in arrangement with teaching staff and school administration support staff.*
- 3. What if a student with a medical condition requires their phone to record medical information?**  
*If your child has special medical requirements, you may apply for an exemption and varied terms of use or arrange a meeting with the school executive to discuss the best options for your child. See the letter about exemptions sent to all families.*
- 4. How do I arrange permission for my child to use their phone for medical reasons?**  
*You will be able to make a request for an exemption during Term 3. If appropriate, an individualised plan for usage will be developed. It will take into account their medical needs and set the terms and conditions for phone use, that incorporate school guidelines. See the letter about exemptions sent to all families.*
- 5. What if the school goes into lockdown or lockout?**  
*In the case of a lockout or lockdown, you will be notified via phone call or text message. You can also contact the school via the front office using the school's contact information available on the website.*
- 6. What happens with mobile phones on excursions?**  
*Mobile phones are not permitted to be used during school excursions taking place during school hours. If the excursion is overnight or over a number of days and nights, special information will be provided to you via the teacher organising the excursion around the parameters of phone usage from students.*
- 7. What happens with mobile phones during sport?**  
*Exemptions may apply for sporting activities that are held off school grounds. If this is the case, information will be included in the sports activity information and permission form. Otherwise, sporting activities will be considered part of the normal school day.*
- 8. How will the school manage the administration of parent enquiries?**  
*Schools will connect with parents in the usual ways and can be contacted anytime via the front office.*



Church Street

Canterbury NSW 2193

Phone 02 9718 1805

Fax 02 9718 3501

Email [Canterburg-h.School@det.nsw.edu.au](mailto:Canterburg-h.School@det.nsw.edu.au)

Web [www.Canterburg-h.Schools.nsw.edu.au](http://www.Canterburg-h.Schools.nsw.edu.au)

**9. Can students access their phones during private study or minimally supervised periods?**

*Students will not be permitted to access their phones during these times.*

**10. What if my child needs to purchase food at the canteen?**

*Students are encouraged to bring their physical EFTPOS/debit cards to school with them to enable cashless transactions. Alternative payment methods may be available, and these will be communicated to you before Term 4.*

**11. What if my child needs to use their phone for classwork?**

*Students will not be using their phone for classwork. The school has access to a range of other digital devices that are more suitable and conducive to student learning.*

**12. What happens if my child is in sick bay and the school has arranged a parent to pick them up?**

*Students in sick bay are constantly monitored and communicated with. Please contact the front office.*

**13. Will the school send an urgent message to my child if I need to contact them?**

*Urgent messages from parents to students will be passed on as usual.*

**14. Will my child be allowed to call me in an urgent situation?**

*Students will be allowed to call you for urgent situations. If they need to urgently call home, they must advise their teacher, who will work with the front office, to contact a parent/carer if required.*

**15. Can students use laptops during breaks?**

*Yes, this plan only covers personal mobile phones. iPads and personal computers used for learning in the classroom are not included.*

**16. What if my child chooses to leave their phone at home?**

*There is no requirement to bring a mobile phone or related accessories to school.*



Church Street  
Canterbury NSW 2193  
Phone 02 9718 1805  
Fax 02 9718 3501

Email [Canterburg-h.School@det.nsw.edu.au](mailto:Canterburg-h.School@det.nsw.edu.au)

Web [www.Canterburg-h.Schools.nsw.edu.au](http://www.Canterburg-h.Schools.nsw.edu.au)

13 September 2023

Dear parents, caregivers, and students

The NSW Government has announced restrictions on the use of mobile phones in NSW high schools beginning in Term 4, 2023.

Canterbury Girls High School will be making changes to the way mobile phones are accessed by students during the school day. The new system is being implemented to increase focus in classrooms, remove distractions and to also promote positive social interaction, while reducing the potential for online bullying.

### Important changes coming in Term 4

The new mobile devices management plan at Canterbury Girls High School will apply to mobile phones and will occur during all school hours, including break times such as during lunch and recess, as well as while students are on school-based excursions.

Students will still be able to carry their phones while travelling to and from school. In limited circumstances, school staff can allow students to use their mobile phones in specific supervised situations, such as for a teacher-approved educational purpose (e.g. photography lesson), or to support students with specific medical needs (e.g. adjusting hearing aids, diabetes monitors).

Parents/carers of students with serious medical needs may apply for an exemption from the principal. Supporting medical documentation may be required.

### How we will restrict mobile phone access

After careful consideration with our key stakeholders including the Student Representative Council (SRC), P&C, staff, and executive teams, we have decided to proceed by using the option of Mobile Phones being turned off and kept out of sight, **to reduce the distractions of students in the classroom**. The 'off and away' plan will be evaluated throughout term 4 and should we require an alternate system for management, we will notify you.

### What does this mean?

We are excited to make our school a mobile phone-free space to improve learning and engagement, however, we will always make sure you can contact your child in an emergency. If you have any questions, please do not hesitate to contact the school directly on **9718 1805**. There will also be further information posted on school communication platforms.

Yours sincerely



Ms Belinda Conway  
Principal



Church Street  
Canterbury NSW 2193  
Phone 02 9718 1805  
Fax 02 9718 3501

Email [Canterburg-h.School@det.nsw.edu.au](mailto:Canterburg-h.School@det.nsw.edu.au)  
Web [www.Canterburg-h.Schools.nsw.edu.au](http://www.Canterburg-h.Schools.nsw.edu.au)

# Student Mobile Phone Management Strategy



Community  
Presentation

B Conway  
Principal

7 September, 2023

NSW Department of Education



Education





# Acknowledgement of Country

---



We acknowledge the Traditional Custodians of the lands on which we gather today. We pay respect to Elders past, present and emerging, and extend that respect to Aboriginal and Torres Strait Islander people joining us today.

# Why are we implementing this strategy?

This strategy is being implemented to increase focus and learning in classrooms, remove distractions and also promote positive social interactions.

The implementation of this strategy is a requirement under the NSW Department of Education: **Students' Use of Mobile Phones in Schools Policy**.





# What does 'phones turned off and kept out of sight' mean?



If students choose to bring their phones to school, they will be required to switch them off and keep them out of sight during the school day.

This applies both in the classroom, and at recess and lunch times, as well as throughout all school activities.

**OFF – switched off, or in aeroplane mode**

**OUT OF SIGHT – not in sight, not handled in any way**

**Air pods, smart watches etc may not be used or synced to laptops**

**no warnings will be given, immediate confiscation**

# How will the 'phones turned off and kept out of sight' strategy work?

1

Each morning your child will be required to switch their mobile phone off before entering the school grounds.

2

The mobile phone will then need to stay out of sight throughout the day and cannot receive or send calls or messages.

3

Your child retains responsibility for their mobile phone.

4

After leaving the school premises, your child is able to switch on their mobile phone.



# Key questions

We know this is a big change and we are here to answer your questions!

But first, let's go through some commonly asked questions.





What if I need  
to contact my  
child?

A call can be  
placed directly  
to the school in  
an emergency.

Who is  
responsible for  
the mobile  
phone?

As your child  
retains their  
mobile phone  
throughout the  
day, they remain  
responsible.



Are there any exemptions?

Exemptions will be made for mobile phones that are required for medical or learning requirements.

What devices are covered as part of this strategy?

Mobile phones are the focus.

In limited circumstances, school staff can allow students to use their mobile phones in specific supervised situations, such as for a teacher-approved educational purpose (e.g. photography lesson), or to support students with specific medical needs (e.g. adjusting hearing aids, diabetes monitors).

Individual requests for exemption related to serious medical needs will be assessed by the Principal. Supporting medical documentation may be required.



What will happen if my child does not comply?

The school's existing Student Behaviour policy and procedures will be applied to your child.

If a phone is not off and away, it will be confiscated and given to the Deputy Principal for the rest of the day (first offence).

If further offences occur, a parent will have to arrange to collect the phone.

What about school excursions?

The mobile phone management strategy applies to school excursions and events, unless an exemption is made by the principal. If this is the case, information will be included in the excursion permission form.



# If your mobile phone is confiscated

First offence -The device may be collected by the student from the Deputy Principal at the end of the school day.



Second offence -The device may be collected from the Deputy Principal at the end of the day by a parent/carer of the student.



Third offence -The device may be collected at the end of the school day by a parent/carer of the student. Further disciplinary action will take place through the Deputy Principal.



Further offences will result in use of the school behaviour code and suspension policy.



# How can you help?



Education

- Discuss the mobile phone management strategy with your child.
- Remind them of their role in the process.
- Raise any questions or concerns with the school team.



# Next steps

- We have sent a letter home with your child detailing all the finer details of the strategy.
- If you need any further clarification on the strategy you can contact Canterbury Girls High School or the school principal.
- This strategy will be implemented at the beginning of Term 4.





# Early Leave reminder of procedure

## EARLY LEAVE

If a student needs to leave early:

1. The student must bring a note from home to Office A before school and pick up the early leavers pass at recess or break time. An early leave request can also be made via the schoolstream app, or a phone call. All requests other than emergencies should be received by 8.40am. All requests after 8.40am should be made via a phone call to the Office.
2. The electronic roll will be updated and classroom teachers will be able to view early leavers. If a student does not have an early leavers pass or does not appear on the electronic roll they will not be given permission to leave class.

Absences due to illness are inevitable; however, absences from school for shopping, minding small children or family outings are not allowed. Dental and medical appointments should be arranged outside of school hours, including Sport, wherever possible. Sport is a compulsory component of a student in Years 7 – 11 learning program, and, as such, attendance is mandatory. Notes for early leave requests on Wednesdays must be approved by a Deputy before 8.40am.





Education



Education

# Are you ready for learning?

It's as simple as 1, 2 and 3!

