



WESTLAKE GIRLS HIGH SCHOOL
MANAGEMENT – MOBILE PHONE POLICY

POLICY (MANAGEMENT) 6.6
REVIEWED: April 2024
RATIFIED: April 2024
REVISION: April 2025

WESTLAKE GIRLS HIGH SCHOOL MOBILE PHONE POLICY

Scope:

This policy applies to all Westlake Girls High School students, including short-term international students and visitors.

Objectives:

This policy is designed to meet the school's statutory obligations regarding the government's 'Phones Away for the Day' requirements and to consult with the community. It aims to set clear guidelines for students, staff and parents regarding the possession and use of mobile phones at WGHS. Its goal is to foster better learning and social engagement.

Policy Overview:

Westlake Girls does not allow students to use personal digital devices during the school day (**8:50 am - 3:15 pm**).

Context:

We review personal digital device rules at the start of the year and as needed during the year. We communicate any changes to students and the school community. This policy complements the Board and Management Cybersafety Policies.

Relevant Terms and Information:

A personal **digital device** is any privately owned digital device that is not part of any school-approved **Bring Your Own Device (BYOD)** programme.

Mobile Phones are NOT part of any school-approved BYOD programme.

'3-strike' system. Consequences escalate for repeated policy violations.

Students will need a private passcode for their phones, which will be used for identification purposes if the phone is confiscated. We highly recommend that phones and other devices that are NOT part of any school-approved 'Bring Your Own Device' programme be left at home. Any such devices come to school at the student's own risk. We do not take responsibility for the loss or damage of these devices. Cheap options are available if communication with your child is essential outside school hours.

Policy in Full:

- Mobile phone use is **prohibited** at WGHS between **8:50 am and 3:15 pm**, including breaks and bathroom time, as well as tutorials and learning time outside these hours.



- If a student chooses to bring a mobile phone to school, it must be turned off, stored in their bag, and kept out of sight.
- A '3-strike' system is enforced for non-compliance. See 'Failure to Comply' below.

Communication between students and parents during the school day.

Parents can contact students by leaving a message at the front office or emailing, or students can use the office landline for urgent matters.

Education Outside the Classroom (EOTC)

These mobile phone rules apply to off-site activities, such as school trips.

Exemptions

The school manages exemptions for students. Examples include:

- Making payments at the office or canteen (The phone is to be turned on for the payment and then turned off immediately afterwards).
- Educational tasks directed by staff.
- Health needs like insulin monitoring.
- Learning support like communication technology.
- Special circumstances like teenage parenthood.

Failure to Comply:

The '3-strike' System.

Strike 1. If a student is found with their phone out between 8:50 am and 3:15 pm, they will hand it to the staff member. The phone then goes to the office, where it will be stored securely. The student can collect their phone after 3:15 pm from a member of the SLT team. Upon collection, the student must demonstrate ownership by turning on the phone and activating it using their unique code.

Strike 2. As for Strike 1, except that the phone is confiscated until after school the **following day**. The House Dean will send an email to the parent/caregiver and the student will be given an after-school detention to be done the following week.

Strike 3: As per Strike 2. Additionally, the parent/caregiver will need to collect the phone the following day or at a time suitable to them and meet with one of the Senior Leadership Team to create an individual plan regarding the student's mobile phone use - see policy compliance agreement. Afterwards, the school will send a copy of the agreement, a formal letter outlining the agreement's key terms, and a warning about the possible consequences of continual disobedience to the student's home. **1**

Date : April 2024

Signed

Review Date: April 2025