

Mobile Phone and Electronic Devices Policy

1.0 Policy

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose.

1.1 Rationale

Mobile phones and electronic devices (e.g. iPods, iPads computers, smartwatches, airpods, headphones, wireless and/or wired earphones and cameras) are an integral part of 21st century life, however it is important that we use them in a manner that supports students' academic, social and emotional wellbeing. This policy is about increasing student engagement and welfare while they are at our college. We want to reduce the pressure and anxiety students sometimes feel associated with always needing to respond. Students need the freedom to think, learn and develop positive social skills. In addition, the unregulated use of devices by students diminishes the quality of teaching and learning in the classroom.

2.0 Bringing Mobile Phones to the College

- Students are permitted to carry a mobile phone for safety, security or emergency purposes when in transit to and from the college.

2.1 Off and Away All Day

- Mobile phones, associated listening accessories such as ear/head phones, and other digital devices, are to be turned off and put away when students enter college grounds and to remain away all day, including before the start of school and at break times.
- Switching to silent is not sufficient, as text messages and alerts are known to cause anxiety and are as disruptive as a phone call.
- Smart watches are to be on 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.

2.2 Listening Accessories

- Listening accessories such as earphones and headphones are not to be visible or used during school hours unless with explicit teacher permission for curriculum purposes.
- Any request to use earphones and headphones for the purpose of self-regulation must be made through Learning Support and accompanied with a medical certificate or other medical documentation. This strategy will then be included in the relevant student's Individual Education Plan or Student Support Plan.

2.3 Exemptions

Students can be granted an exemption from 2.1 for the following uses:

- to monitor a health condition as part of a college approved documented health care plan; or
- for a particular educational purpose under the direct instruction of a teacher e.g. taking a photo of a student timetable or notes from a presentation on a whiteboard/screen; or
- with permission of a teacher for a specified educational purpose.

3.0 Lost or Stolen Devices

- Mobile phones and other digital devices are brought to the college at the owner's own risk. No liability will be accepted by the college in the event of loss, theft or damage of a device.

4.0 Parents/carers Contacting Children

- There will be no need for a student to use a mobile phone to contact home during the college day.

- For all contact required between students and or a family member, the Student Support Officer (located in Student Services) along with Front Office staff, will be available to facilitate all urgent communication.
- Parents/carers to contact the college for messages to their child – not to directly contact their child.

5.0 Inappropriate Use of Mobiles

- Students who use a mobile phone (to capture images and/or footage) to film people and their activities without their knowledge and/or permission (including recording, distributing or uploading inappropriate images, videos) will be suspended immediately as per an eBreach. Department of Education policy states that the suspension can be up to 10 days.

6.0 Breach in Policy

In any instance where a student has a digital device visible upon entering, or while on college grounds, the following procedures will be followed (refer 9.0 Mobile Phone and Electronic Device Flowchart) on a termly basis.

First Occasion

- If the breach is in the classroom, the student will follow the staff member's instructions and hand in their device to the teacher/staff member for the remainder of the period.
- If during break times, the student will follow the staff member's instructions and hand the device to the staff member who will hand the device to Student Services for the remainder of the day.
- Breach to be logged and Student Services to be notified, via Compass, as soon as possible.
- Compass entry notifies parents/carers of the breach.
- The student may be able to collect the device from Student Services at the end of the day.

If the student does not follow initial staff member instructions to hand the device over, the actions listed on the Behaviour Support Flow Chart are to be followed by relevant staff members and consequences issues as necessary.

Second Occasion

- If the breach is in the classroom, the student will follow the staff member's instructions and hand their device to the teacher/staff member, who will pass it onto Student Services.
- If during break times, the student will follow the staff member's instructions and hand the device to the staff member, the staff member will hand the device to Student Services
- Breach to be logged and Student Services to be notified, via Compass, as soon as possible.
- Compass entry notifies parents/carers of the breach.
- In addition, parent/carer to be notified by phone by Student Services and asked to arrange a time to collect the device.
- If parent/carer advises they are not able to collect the device from the college, the day it has been confiscated, then it is to be kept in the safe at Administration until they are able to collect it.
- If the student does not follow initial staff member instructions to hand the device over, the actions listed on the Behaviour Support Flow Chart are to be followed by relevant staff members and consequences issues as necessary.

6.1 Non Compliance

In the event that a student does not follow instructions when asked to hand over the device (as indicated in 9.0 Mobile Phone and Electronic Device Flowchart) the college will resolve the matter under the Behaviour Management Policy as, "failure to follow teacher instructions".

7.0 Related Documents

Category	Document Title
Related Department Polices	Student Behaviour in Public Schools Policy and Procedures
	Student Mobile Phones in Public Schools Policy

8.0 History of Changes

Effective	Last Updated	Policy Version	Notes
31/10/19		1	
	5-11-22	2	SEQTA details changed to Compass
	28-11-24	3	Additional 'devices' added to 1.1 Rationale Additions to 2.2 Listening Accessories Additions to 2.3 Exemptions Additions to 4.0 Parents/carers contacting children Additions to 5.0 Inappropriate use of Mobiles Additions to 6.0 Breach in Policy

Mobile Phone and Electronic Device Flowchart

