

## MOBILE PHONE POLICY

### PURPOSE

To explain to our school community the Department's and Narre Warren South P-12 College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

### SCOPE

This policy applies to:

1. All students at Narre Warren South P-12 College and,
2. Students' personal mobile phones/devices and smart watches brought onto school premises during school hours, including recess and lunchtime.

### DEFINITIONS

A mobile phone is a telephone or a device (such as a smart watch) with access to a cellular (telecommunication) system, with or without a physical connection to a network.

### POLICY

Narre Warren South P-12 College understands that students may bring a mobile phone to school, particularly if they are travelling independently to and from school.

At Narre Warren South P-12 College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school's office.

### Personal mobile phone use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Narre Warren South P-12 College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

### Secure storage

Mobile phones owned by students at Narre Warren South P-12 College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Narre Warren South P-12 College does not have accident insurance for accidental property damage

or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Narre Warren South P-12 College's Personal Goods Policy and the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Narre Warren South P-12 College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Narre Warren South P-12 College, secure storage is provided in the form of:

- For Prep to Grade 4, a locked cabinet at Primary School Reception. Primary administration staff and leadership will have access to this cabinet
- For Primary school students, students may hand their mobile phones to G Block receptions which can be collected at the end of the day. They will be secured in a locked cabinet.
- For Years 7 to 12, student's lockers which can be locked. Students are responsible for providing a combination or key lock.
- All students can hand their mobile phone into each of the Student Services offices which will be stored in a secure location.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Narre Warren South P-12 College may be issued with consequences consistent with our school's existing Student Engagement and Wellbeing Policy.

At Narre Warren South P-12 College inappropriate use of mobile phones is any use during school hours, unless an exception has been granted, and particularly use of a mobile phone:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms and gyms
- during exams and assessments

### **First Breach**

Student's mobile phone (or smartwatch) is confiscated by the teacher and placed in a named Mobile Phone envelope. This is then handed in to the student's specific year level office, where the SEL Team records the breach details on Compass and the mobile device envelope, and the mobile device is secured in a locked area within the year level office. Students can collect their device from the relevant Student Services office at the end of the day. This breach is recorded on a spreadsheet and a formal verbal warning is given to the student.

### **Second Breach**

Student's mobile phone (or smartwatch) is confiscated by the teacher and placed in a named Mobile Phone envelope. This is then handed in to the student's specific year level office, where the SEL Team records the breach details on Compass and the mobile device envelope and prints off a detention slip for the student. Phone and detention slip will remain in the relevant year level. Students can collect their phone from their relevant student services office at the end of the day from a Principal Class member who will also hand the student their detention notice.

Note: It is expected that a detention will be completed within 24 hours of the notification to parents.

### Third Breach

Student's mobile phone (or smartwatch) is confiscated by the teacher. This is then handed in to the relevant year level office where the SEL Team records the breach details on Compass and the Mobile device envelope and prints off a detention slip for the student. As this is the third breach of the policy the student's parent/carer will be contacted by the relevant SEL and arrangements made for a meeting with the student and parent(s)/carers. Students can collect their phone from their relevant Student Services Office at the end of the day from a Principal Class member who will also hand the student their detention notice.

Note: It is expected that a detention will be completed within 24 hours of the notification to parents.

If a student fails to hand over the mobile device, the student will receive an automatic detention for failure to comply with a teacher's reasonable instruction.

### Subsequent and Continued Breaches

- Withdrawal day for fourth breach
- Suspension for ongoing (beyond four breaches) due to continually failing to follow instructions.

### Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - Health and wellbeing-related exceptions; and
  - Exceptions related to managing risk when students are offsite.
- can be granted by the principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

#### 1. Learning-related exceptions

Specific exception	Documentation	Location
For specific learning activities (class-based exception)	Curriculum documentation and individual teacher lesson plans	Staff Google Team Drives
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan or Individual Education Plan	Pinned to student's Compass Chronicle

#### 2. Health and wellbeing-related exceptions

Specific exception	Documentation	Location
Students with a health condition	Student Health Support Plan	Pinned to student's Compass Chronicle
Students who are Young Carers	A localised student record	Pinned to student's Compass Chronicle

### 3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation	Location
Travelling to and from excursions	Risk assessment planning documentation	Excursion Risk Assessment on Compass
Students on excursions and camps	Risk assessment planning documentation	Excursion Risk Assessment on Compass
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation	Excursion Risk Assessment on Compass
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation	Excursion Risk Assessment on Compass

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

#### Camps, excursions and extracurricular activities

Narre Warren South P-12 College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

#### Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Wearable devices
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

#### FURTHER INFORMATION AND RESOURCES

- Student Wellbeing and Engagement Policy
- Personal Goods Policy
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

#### REVIEW PERIOD

This policy was approved by the School Council in December 2019 and is scheduled for review in December 2022.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2019
Consultative Committee	August 2022
Student Voice	August 2022
School Council	October 2022
Community	3 March 2023
Next scheduled review date 3 - 4 years	1 February 2025