



Broadford Secondary College

# MOBILE PHONES – STUDENT USE

Policy and Procedure

***Broadford Secondary College actively promotes the safety and wellbeing of all students. All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including Child Safe Standards.***

Date Implemented	December 2019
Author	Mr Hakki, Leadership Team
Approved By	David Mills
Approval Authority (signature & date)	<i>Mr. M 9/12/19 - COUNCIL ENDORSED 9/12/19</i>
Date Reviewed	
Responsible for Review	Mr Hakki, Leadership Team
Review Date	December 2020
References	DET

## PURPOSE

To explain to our school community the Department's and Broadford Secondary 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 Broadford Secondary College and,
2. Students' personal mobile phones and other personal mobile device brought onto school premises including listening devices, during school hours, including recess and lunchtime.

## DEFINITIONS

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

## POLICY

Broadford Secondary College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Broadford Secondary 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 guardians can reach their child by calling the school's office on 5784 1200.

### **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 Broadford Secondary 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 Broadford Secondary College are considered valuable items and are brought to school at the owner's (student's or parent/guardian'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 Broadford Secondary College does not have accident insurance for accidental property damage or theft. Students and their parents/guardians are encouraged to obtain appropriate insurance for valuable items. Refer to the Broadford Secondary College Personal Property Policy.

Where students bring a mobile phone to school, Broadford Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Broadford Secondary College students are required to store their phones either in their lockers or handed into one of the school offices, where it will be placed in a lockable compartment.

### **Enforcement**

Students who use their personal mobile phones at Broadford Secondary College without an exception may be issued with consequences. Mobile phones which are used, seen or heard during school time may result in a consequence, including a suspension, as determined by the college Principal.

#### First offence:

- Mobile phone confiscated
- Student reminded of the school policy and consequences
- Mobile phone handed to year level coordinator, who will store the mobile phone in locked storage until the end of the day
- Student given demerit on compass.

#### Second Offence:

- Mobile phone confiscated
- Year level coordinator has a conversation with the student about the policy and consequences
- Mobile phone handed to year level coordinator, who will store the mobile phone in locked storage until the end of the day
- Student given demerit on compass
- Year level coordinator contacts the parent/guardian
- Student and parent/guardian informed that student may be placed on internal suspension on third offence.

#### Third offence:

- Mobile phone confiscated
- Year level coordinator has a conversation with the student about the policy and consequences
- Mobile phone handed to year level coordinator, who will store the mobile phone in locked storage
- Year level coordinator contacts the parent/guardian. The mobile phone will remain in locked storage until the parent/guardian is able to collect it.
- Student and parent/guardian informed that student may be placed on internal suspension.

#### Refusal to hand over phone:

- Student sent to the front office
- Sub-school leader and/or Principal has conversation with student about the policy

- Student to place phone in locked storage
- Parent/guardian contacted
- Student may be given lunch time detention
- If student refuses to hand over the phone to the sub-school leader/principal, the student will remain withdrawn from class and parent/guardian will be contacted immediately
- Continuous refusal to hand over the mobile phone may result in suspension as determined by the college principal.

Work placements/external VETiS:

- Students enrolled at other schools but attending Broadford Secondary College will be required to adhere to the policy
- Broadford Secondary College students attending external training locations will need to adhere to the policy of the training location.

At Broadford Secondary College, if a student is granted an exception and uses the phone in an inappropriate manner, the above consequences will apply.

At Broadford Secondary College, the inappropriate use of mobile phones during school hours (including recess and lunch, and where an exception has been granted) is prohibited. Examples of inappropriate use:

- 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, swimming pools and gyms
- during exams and assessments.

**Exceptions**

Exceptions to the policy may be applied during school hours if certain conditions are met. This 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
For specific learning activities (class-based exception)	Written application by the classroom teacher, to the principal and year level coordinator
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

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

Specific exception	Documentation
Students with a health condition (excluding mental health issues and anxiety)	Student Health Support Plan
Students who are Young Carers	A localised student record

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

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

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**

Broadford Secondary College will provide students and their parents and guardians 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 events
- Travelling to and from school
- iPads and other personal devices
- Students undertaking workplace learning activities, e.g. work experience.

#### **RELATED POLICIES AND RESOURCES**

- Personal Goods Policy