




# Broadford Secondary College

## **MOBILE DEVICES – 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	November 2023
Author	Matthew Willison, Leadership Team
Approved By	Tania Pearson
Approval Authority (signature & date)	 14/09/23
Date Reviewed	06/11/2023
Responsible for Review	Mark Boland, Leadership Team
Review Date	March 2025
References	DET



#### **Help for non-English speakers**

If you need help to understand the information in this policy, please contact the college on 03 5784 1200

### **PURPOSE**

To explain to our school community the Department's and Broadford Secondary College's policy requirements and expectations relating to students using mobile devices 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 devices and other personal mobile device brought onto school premises including listening devices, during school hours, including recess and lunchtime.

### **DEFINITIONS**

A mobile device 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 device to school, particularly if they are travelling independently to and from school.

At Broadford Secondary College:

- Students who choose to bring mobile devices 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 (03) 5784 1200.

### **Personal mobile device use**

In accordance with the Department's [Mobile Phone Policy](#) issued by the Minister for Education, personal mobile devices 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 device for the purpose for which the exception was granted and in a safe, ethical and responsible manner.

## **Secure storage**

Mobile devices owned by students at Bradford 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 device to school unless there is a compelling reason to do so. Please note that Bradford 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 Bradford Secondary College Personal Property Policy.

Where students bring a mobile device to school, Bradford Secondary College will provide secure storage. Secure storage is storage that those without permission to do so cannot readily access. At Bradford 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 devices at Bradford Secondary College without an exception may be issued with consequences. Mobile devices that 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 device confiscated.
- Mobile device handed to year-level coordinator, who will store the mobile device in locked storage until the end of the day.
- Confiscation recorded on COMPASS.
- Mobile device handed to year-level coordinator, who will store the device in locked storage until the end of the day.
- Student reminded of the school policy and consequences by the coordinator at the end of the day when collecting devices.

### Second Offence:

- Mobile device confiscated.
- Mobile device handed to year-level coordinator, who will store the mobile device in locked storage until the end of the day.
- Confiscation recorded on COMPASS.
- Mobile device handed to year-level coordinator, who will store the device in locked storage until the end of the day.
- Student reminded of the school policy and consequences by the coordinator at the end of the day when collecting devices.
- Parent(s)/Guardian(s) contacted regarding the second offence and informed that student might be placed on suspension for further breaches.

### Third (or more) offence:

- Mobile device confiscated.
- Mobile device handed to year-level coordinator, who will store the mobile device in locked storage until the end of the day.
- Confiscation recorded on COMPASS.
- Mobile device handed to year-level coordinator, who will store the device in locked storage until the end of the day.
- Student reminded of the school policy and consequences.
- Students must collect the device at the end of the day from locked storage in the general office.
- Parent(s)/Guardian(s) contacted regarding the third offence and informed of what supports the school can offer. Parent(s)/Guardian(s) are informed if the student is being placed on suspension.

### Refusal to hand over the device:

- Refusal logged on COMPASS.
- Student sent to the coordinator or front office.
- Sub-school leader and/or Principal have a conversation with the student about the policy.

- Student to place the phone in locked storage.
- If the student refuses to hand over the phone to the sub-school leader/principal, the student will remain withdrawn from classes, and parent(s)/guardian(s) will be contacted.
- As soon as the student follows the policy and places the phone in locked storage, they will return to classes and collect the device at the end of the day.
- Refusal to hand over the mobile device may result in suspension.

#### 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 inappropriately uses the phone, the above consequences will apply.

At Broadford Secondary College, the inappropriate use of mobile devices 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 cyberbullying
- 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 devices Policy](#).

The three categories of exceptions allowed under the Department's [Mobile devices 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 device 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 devices.

### **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](#)