



# St. Arnaud Secondary College

## Mobile Phone Policy

### PURPOSE

To explain to our school community the Department's and St. Arnaud Secondary College's policy requirements and expectations relating to students using mobile phones and smartwatches during school hours.

### SCOPE

This policy applies to:

1. All students at St. Arnaud Secondary College and,
2. Students' personal mobile phones and smartwatches brought onto school premises 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. For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches."

### POLICY

While we strongly encourage students to leave their mobile phones at home during school hours, St. Arnaud Secondary College understands that students may need to bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At St. Arnaud Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and hand them in at the start of the Home Group (or Assembly) at the start of every day.
- Phones will be available for collection at the end of each school day.
- 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 St. Arnaud 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 St. Arnaud Secondary 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 St. Arnaud Secondary 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 Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, St. Arnaud Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At St. Arnaud Secondary College students are required to hand their phones to their Home Group or equivalent teacher at the beginning of the day (Home Group or Assembly) The phones will be secured in a locker until the end of the day when students can collect them again.

## Enforcement

Students who use their personal mobile phones inappropriately at St. Arnaud Secondary College may be issued with consequences consistent with the Student Engagement and Wellbeing Policy. Students who do not follow these guidelines will

- The student is given a verbal warning to adjust behaviour and will be asked to hand the device to the teacher who will take it to the AP office for the duration of the day and a breach recorded on a system
- Second and subsequent minor offenses, student will have their phone confiscated to be collected by a parent
- Parents contacted and school detention issued.
- A parent/student/school meeting will discuss inattention to study and disruption to the learning environment. Strategies to manage mobile phone use in the future will be discussed and may include the student not having access to the mobile phone at school.

At St. Arnaud Secondary 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, swimming pools and gyms
- during exams and assessments

## Consequences

- **1<sup>st</sup> offense** – Confiscated and phone handed to the Assistant Principal and can be collected at the end of the day. Email sent home to parent.
- **2<sup>nd</sup> offense** - Confiscated and phone handed to the Assistant Principal. Parent needs to collect at the end of the day.
- **3<sup>rd</sup> offense** - Confiscated and phone handed to the Assistant Principal to be placed in College safe for a week. Parent to collect.

## 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 only be granted by the principal, and 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)	Unit of work, learning sequence
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 physical health condition – eg diabetes	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

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

St. Arnaud Secondary 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:

- Travelling to and from school
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

## RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement Policy,
- Student Code of Conduct,
- [Mobile Phones – Department Policy](#)
- [\[the below are optional references to Department policy \]](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

## REVIEW PERIOD

<b>Policy last reviewed</b>	April 2022
<b>Consultation</b>	Staff
<b>Approved by</b>	Principal
Next scheduled review date [noting that the recommended minimum review cycle for this policy is 3 to 4 years]	2025