

# WHEELERS HILL SECONDARY COLLEGE

## MOBILE PHONES – STUDENT USE POLICY

### PURPOSE

To explain to our school community the Department's and Wheelers Hill Secondary College's policy requirements and expectations relating to students using mobile phones, smartwatches and other personal mobile devices during school hours.

### SCOPE

This policy applies to:

1. All students at Wheelers Hill Secondary College and,
2. Students' personal mobile phones, smart watches, other personal mobile devices and peripherals (such as headphones and ear buds) 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. Peripheral devices such as headphones and ear buds are also bound by this policy.

### POLICY

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

At Wheelers Hill Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker 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 on 9561 5811.
- The College will not be responsible for damage to or loss of devices used in breach of this policy.

### 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 Wheelers Hill Secondary College during school hours, including lunchtime and recess, unless an exception has been granted by the College.

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 consistent with the Acceptable Use Agreement for ICT resources at Wheelers Hill Secondary College.

### **Secure storage**

Mobile phones or other smart devices, owned by students at Wheelers Hill 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 Wheelers Hill 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, students are required to store their phones in their lockers which are to be kept locked with the College approved combination lock at all times.

### **Process**

#### **When teachers see a mobile phone in class:**

**Step One:** Check that the student has a pass for the phone.

**Step Two:** Request the phone from the student.

**Step Three:** Place the phone in a zip lock bag and record the name of the student on the bag. Teachers will be provided with these materials.

**Step Four:** At the end of class, take the phone to the General Office and sign it in. If teachers are teaching for Period 3 and 4, they are to take the phone up to the General Office after their last class.

**Step Five:** Inform the student that they are to collect the phone from the General Office at the end of the day.

- If a student refuses to hand over their mobile phone, teachers are to send a student to the General Office who will send assistance to the classroom. **Further consequences will be issued to the student for not complying with the Mobile Phone Policy and for not following teacher instructions in accordance with the College's Student Engagement and Inclusion Policy.**

**First and second offence:** Students will be able to collect their mobile phone from the General Office at the end of the day. They will be required to show their student ID to claim their phone.

**Third offence:** The students' parents will be contacted to come to the College at the end of the day to claim the mobile phone.

#### **When a teacher observes a mobile phone in the yard:**

**Step One:** Inform the student that mobile phones are to be kept in their lockers during the day and that they are not permitted to use their phone until after school.

**Step Two:** Instruct the student to return their mobile phone to their locker and, where practical, escort the student to their locker to observe them putting it away.

- If a student does not comply with the instruction to place the phone in a locker or, consequently, refuses to hand over their mobile phone, teachers are to send a student to the General Office who will send assistance. **Further consequences will be issued to the student for not complying with the Mobile Phone Policy and for not following teacher instructions in accordance with the College’s Student Engagement and Inclusion Policy.**

## Exceptions

Exceptions to the policy can only be granted **by the principal**, in accordance with the Department’s [Mobile Phones Policy](#).

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - Learning related exceptions
  - Health and wellbeing-related exceptions; and
  - Exceptions related to managing risk when students are offsite.
- All exemptions are submitted to the principal for approval. The principal will consider documentation and communicate decision within 72 hours.

### 1. Learning-related exceptions

Specific exception	Application process
For specific learning activities where the use of a mobile phone can be demonstrated as the most appropriate learning tool to be used.	Teachers will make application for these exemptions.
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	The individual student’s Student Support Group will make this application on their behalf. Documentation required: Individual Learning Plan and/or Individual Education Plan that clearly demonstrates that a mobile phone is the only appropriate ICT option.

### 2. Health and wellbeing-related exceptions

Specific exception	Application process
Students with a health condition	Parents can make an application through the Student Wellbeing Coordinator. Documentation required: Student Health Support Plan with associated medical practitioner’s report

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

Specific exception	Application process
Students on excursions and camps	Supervising teachers will make an application on behalf of the students. Risk assessment documentation required.
Students offsite and unsupervised with parent permission (e.g. attending VET course)	Sub school heads and/or careers and pathways coordinator will make an application on behalf of the student. Risk assessment documentation required.

N.B. 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**

Wheelers Hill 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

- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience

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

TO BE ADDED

#### **REVIEW PERIOD**

This policy was last updated on and is scheduled for review on .