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EVERYDAY



MOBILE PHONE POLICY – STUDENT USE

PURPOSE

To explain to our school community the DET and Wellington Secondary College policy requirements and expectations relating to students usage of mobile phones during school hours.

SCOPE

This policy applies to:

1. All students at Wellington Secondary College and,
2. Students' personal mobile phones 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.

POLICY

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

At Wellington Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours (8:30am to 3:05pm)
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents, guardians and carers should reach their child by calling the school's office on 9547 6822.

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 Wellington Secondary College during school hours (8:30am to 3:05pm), 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 and also within the guidelines of our social media policy.

SECURE STORAGE

Mobile phones owned by students at Wellington 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 Wellington 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, Wellington Secondary College will provide secure storage through their student lockers. At Wellington Secondary College students are required to store their phones in their lockers with a robust lock to secure it at all times.

ENFORCEMENT

Students who use their personal mobile phones inappropriately at Wellington Secondary College must hand their phone to the supervising teacher (**See Appendix A: protocols**) and have it returned to them in the relevant Sub School at the end of that day. If a student refuses to hand over the item in question then relevant disciplinary provisions will be followed in accordance with the [Student Code of Conduct](#). If a student continues to breach the policy the phone will be stored at the General Office for a parent, guardian or carer to collect or a mutually agreeable arrangement.

At Wellington Secondary College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted. A mobile phone should never be used:

- 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, 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 |
|--|---|
| 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 health condition | 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

Wellington 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
- Wearable devices, however, must have notifications turned off during school hours
- 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](#)
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

REVIEW PERIOD

This policy was last updated on October 23, 2019 and is scheduled for review in October 2022.

APPENDIX A: PROTOCOLS WHEN TEACHER IDENTIFIES A STUDENT WITH A MOBILE PHONE

STUDENT IN CLASS HAS MOBILE PHONE

PERIODS 1 - 5

- Step 1. Ask the student to place the phone in a zip locked bag.
- Step 2. Ask student to sign form to acknowledge handing in the phone, and note any damage.
- Step 3. Teacher co-sign the form.
- Step 4. Teacher to take the phone to the students sub school at the next break and make an entry on Compass (Chronicle entry/mobile phone confiscation)
- Step 5. Sub School lock the phone away.
- Step 6. At the end of the day student can collect the phone from the sub school.

PERIOD 6

- Step 1. Ask the student to place the phone on the teacher's desk.
- Step 2. At the end of the day hand the phone back to the student and record this on Compass.

REFUSAL TO HAND OVER PHONE

If a student refuses to hand over their phone, the teacher will follow the behaviour management plan and send a student for a Coordinator or Assistant Principal.

SUB-SCHOOL UNATTENDED

If the sub-school office is unattended, then the phone should be taken to the main office, where they will notify the sub-school that the phone is with them. Someone from the sub-school will need to collect the phone so that the student can collect it at the end of the day.

PHONE COLLECTION

When the student collects the phone, they will sign the form previously filled in to say that they have collected the phone in the same condition, and that note will be placed in the students file.

REPEAT OFFENDERS

Students who continue to have their phone confiscated. Coordinators will make contact with home, and explain to the parents the situation, and that due to their child's continued phone violations, that they will be required to come and collect the phone from the general office. Coordinators will take the phone to the general office where it will be placed in a lockable cupboard.

RECESS AND LUNCH DUTY

If a teacher sees a student with a phone during recess or lunch, they will ask them to return it immediately to their locker and place an entry on compass.

WHAT TO DO WITH THE PHONE AND COMPASS CHRONICLE

At the next break (depending on whether the teacher has a class, it will be the next period or the start of lunch or recess), the teacher will take the phone to the sub-school of the student, and hand it to a staff member who is part of that sub school team. The phone will then be placed in a lockable cupboard for collection after school. **It is also the responsibility of the teacher to document that a phone has been confiscated on the students compass chronicle.**

PHONES FOR CURRICULUM

If a teacher wishes to use a phone as part of their curriculum, they will need to email AP in charge of curriculum to seek approval as well as document that the phone will be used in the lesson plan on Compass. This should also be documented in the curriculum planning documentation.

EXEMPTIONS

Students who are exempt from this policy will be required to have a pass signed by Principal class with them at all times.



Phone Confiscation

Date: ____ / ____ / ____

Student Name/Code:

Student signature:

Teacher Signature:

No Damage

Damage with details on back



Phone Confiscation

Date: ____ / ____ / ____

Student Name/Code:

Student signature:

Teacher Signature:

No Damage

Damage with details on back