

# MOBILE PHONE POLICY

## STUDENT USE



Springside West Secondary College's vision is to achieve success for our community through the shared values of challenge, growth and community.

At Springside West Secondary College we believe that it is critical that all students are provided with a sound environment in which to learn without the interruptions and distractions created by mobile phones and related devices. Research has found that such devices can be disruptive and open to misuse at school. The unregulated presence of mobile phones and related devices at school can undermine students' capacity to think, learn, remember, pay attention and regulate emotion.

Once students arrive to school, are interacting with students and staff in the buildings, at the lockers, or in the yard, as well as during recess and lunchtime, opportunities for students to communicate with each other face-to-face or be involved in physical activity are also valued.

## PURPOSE

To explain to our school community the Department's and Springside West Secondary College's policy requirements and expectations relating to students using mobile phones, smart watches, activity trackers, wearable devices with notification capabilities, all types of headphones, and other personal mobile devices whilst on school grounds.

## SCOPE

This policy applies to:

1. All students at Springside West Secondary College; and
2. Students' personal mobile phones, smart watches, activity trackers, wearable devices with notification capabilities, all types of headphones, and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

## DEFINITIONS

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 and the devices mentioned in the scope of this policy.

'**At own risk**' refers to all property brought on premises being the sole responsibility of the owner. Springside West Secondary College does not accept responsibility for the loss or theft of personal property.

## POLICY

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

Springside West Secondary College: **expects that students will store their devices in their lockers and ensure that the lock is firmly secured and locked.**

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their lockers whilst on school grounds.
- Students should ensure that their lock is firmly secured and locked.
- 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 General Office.

## PERSONAL MOBILE PHONE USE

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones and all other smart devices must not be used at Springside West Secondary College whilst on school grounds, including before school, recess and lunchtime, 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 in the presence of a member of the School's Wellbeing Team.

## SECURE STORAGE

Mobile phones owned by students at Springside West 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 Springside West Secondary College does not have accident insurance for accidental property damage or theft. Property brought to school is at owner's risk. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone to school, Springside West Secondary College will provide secure storage in the form of student lockers. Secure storage is storage that cannot be readily accessed by those without permission to do so. It is the student's responsibility to firmly secure the lock provided and to keep their combination private. Secure storage will be made available in each Sub-School office and the General Office for confiscated devices.

## ENFORCEMENT

Students who use their personal mobile phones inappropriately at Springside West Secondary College may be issued with consequences consistent with our school's existing student engagement policies.

At Springside West Secondary College inappropriate use of mobile phones is any use after entering the school grounds prior to lessons commencing and throughout the day until dismissal, unless an exception has been granted. Further to this, consequences will be issued to students who use their mobile device:

- 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 audio, video or images of people, including students, teachers and members of the school community without their permission
- to capture audio, video or images in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments

Any student deemed to be in breach of this policy, is required to surrender the mobile phone, or device, to a staff member. The staff member will give the device to a member of the Sub-School Coordination team. Coordinators will contact the parent/s or carer/s and discuss the matter and consequences for non-compliance.

## CONSEQUENCES

A student in breach of this policy will have a staged response depending on the complexity of misuse.

1. Students found using their mobile device or headphones after entering the school on-site, will have these items confiscated for the duration of the day. Students will be issued with an after-school detention.
2. In instances of repeated behaviour and confiscation, the parent or carer will be contacted to collect the items at the end of the day.
3. Students may receive an internal or external suspension if they fail to comply with a staff member's instructions or are verbally aggressive or defiant. A referral may be made to the Wellbeing Team to seek support in regulating emotions and behaviours.

Where a student repeatedly misuses a device and is in breach of the policy, the student may be required to surrender their device to their Sub-School Leader at the beginning of each school day and collect it at the end of the school day. The length of this arrangement will be dependent on the severity of the repeated misuse.

## EXCEPTIONS

All exceptions will only be granted by the College Principal

Exceptions to the policy:

- may be applied whilst on school grounds if certain conditions are met, specifically,
  - Health and wellbeing-related exceptions; and
  - Exceptions related to managing risk when students are offsite.

*Note: Wellness apps are not medical apps and no exception will be granted.*

The three categories of exceptions allowed under the Department's Mobile Phones Policy are:

### 1. Learning-related exceptions

Specific exception	Documentation
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty, such as an iPad. All social media and notifications must be deactivated. The use of the device will be subject to staff oversight and monitoring.	Individual Learning Plan, Individual Education Plan

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition requiring an implanted device such as an insulin pump.	Students who are Young Carers
Student Health Support Plan provided by a medical specialist.	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

Springside West 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 and other devices. A separate policy will apply for camps, excursions and extracurricular activities.

### EXCURSIONS

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
- Students who are undertaking VET at another venue

### RELATED POLICIES AND RESOURCES

- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

### REVIEW PERIOD

This policy is scheduled for review Term One, 2025.