

MOBILE PHONE POLICY



Help for non-English speakers

If you need help to understand this policy, please contact Swan Hill College on 5036 4900 or emailing swan.hill.c@education.vic.gov.au

PURPOSE

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

SCOPE

This policy applies to:

1. All students at Swan Hill College and,
2. Students' personal mobile phones and other personal mobile devices 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

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

At Swan Hill College:

- Students who choose to bring mobile phones 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 carers should reach their child by calling the school's office.

Personal mobile phone use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Swan Hill 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 and other personal devices owned by students at Swan Hill 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 Swan Hill 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 Swan Hill College's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Swan Hill College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Swan Hill College students are required to store their phones in their lockers, from the first warning bell at 8:56am until the final bell at 3.16pm, and make sure they are locked at all times. Failure to comply with the policy will see students having to lock their phones away at the relevant sub school.

Enforcement

Students who use their personal mobile phones inappropriately at Swan Hill College may be issued with consequences consistent with this policy.

At Swan Hill 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

Violation/Consequence

Where a student is found using a device during school hours for whatever purpose, without teacher authorisation, the consequences will be:

- If the device is confiscated periods 1-4 then can be collected at the end of the day from the Year Level Manager.
- If the device is confiscated periods 5-6 then must be handed in the following morning for the day to the relevant Year Level Manager.

Records of device confiscation will be maintained by the relevant Sub School so that:

- Should there be a second offence, the student is to hand in the device every morning to Sub School for a week.
- Should there be a third offence, the device will be handed in each morning, to the relevant Sub School, until there is a parent meeting with the Year Level Manager and Sub School Leader.

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, in accordance with the Department’s [Mobile Phones – Student Use Policy](#).

The three categories of exceptions allowed under the Department’s [Mobile Phones – Student Use 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	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
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 phone for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Swan Hill 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
- Students who are undertaking VET
- School Sports days
- **Before 8:56am and after 3:16pm, if still on school grounds e.g., study in the common room or homework room**

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in school newsletter
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement*
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2022
Consultation	School Council
Approved by	Principal
Next scheduled review date	October 2025 (3 years)