



MOBILE PHONE POLICY

CONTEXT

The school recognises that mobile phones are popular and that there are times when it is genuinely appropriate and useful for students to have access to mobile phones – for travel, to contact parents in emergencies outside of school hours, or to confirm or change a collection time. However, their place at school can often pose a distraction or a breach, thus, in consultation with the College community and in accordance with the Department’s Mobile Phones Policy, Taylors Lakes Secondary College has devised parameters around students’ mobile phone use during school hours.

RATIONALE

The widespread ownership of mobile phones among students requires that school administrators, teachers, students, and parents take steps to ensure that such mobile phones are used responsibly at school. This Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

Students and their parents or guardians are asked to read and familiarise themselves with this Policy if students intend to bring mobile phones to school.

The Policy for mobile phones also applies to students during school excursions, incursions, camps and extra-curricular activities.

This policy endeavours to establish clarity around the expectations the College has about the use of mobile phones whilst at school.

SCOPE

This policy applies to:

1. All students at Taylors Lakes Secondary College, including external VET students; and
2. Students’ mobile phones brought onto the school premises during school hours, including recess and lunchtime (8.50am – 3.04pm).

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 such as smart watches.

POLICY

1. Mobile phones are prohibited from being used, either in the classroom or the school yard, between 8.50am and 3.04pm (once students have left the classroom).
2. Should a student bring a mobile phone to school, it is to remain in the student’s locker at ALL times.
3. Failure to comply with the guidelines set out in this policy will result in the alleged incident being referred to the Year Level Leaders/Sub-School Leaders/Principal Class (as appropriate) for investigation and consequences. In such cases, the parent or guardian will be notified.

Classroom:

1. Students are not to use their mobile phone in class.
2. Students are not to use their mobile phone during transit to other classes, the Library, the bathroom etc.
3. Mobile phones may not be used to browse the internet, take or edit photos or videos or use an application, even if educational. Students must use their netbook, laptop or College-provided resources to access these features.
4. Recreational listening to music on any electronic device (including netbooks and laptops) during class time is prohibited.

Enforcement:

1. Non-observance or breaches of these rules will result in the mobile phone being confiscated. No warnings will be issued. If the mobile phone is seen, it will be confiscated by the classroom teacher and handed in to the Student Wellbeing and Management Support Officer in the Year Level Leaders' office for storage until the end of the day. Year Level Leaders/Sub-School Leaders/Assistant Principals will be notified via Compass and a further consequence may be issued in accordance with the breach and in line with the College's Behaviour Management Policy.
2. If the mobile phone is confiscated, the student will need to collect it from the Student Wellbeing and Management Support Officer (located in the Student Support Centre) at the end of the day only.
3. If a student has their mobile phone confiscated three times (on separate occasions), an after-school detention will be issued.
4. If a student is continually found to breach this policy, it will result in their mobile phone being surrendered to the Year Level Leaders' office for storage every day, during school hours, for an extended period of time. An additional consequence may also be issued, if deemed appropriate by the Year Level Leaders/Sub School Leaders/Assistant Principals.
5. A student who fails to hand in the phone to the teacher whilst in class will be immediately exited and a College detention will be issued.
6. If a student still refuses to hand over their mobile phone, they are failing to comply with a teacher instruction and therefore may be suspended.

Yard:

1. Mobile phones are not to be used in the school yard during school hours, including recess and lunchtime (8.50am - 3.04pm).

Enforcement:

1. If a student is seen with or using their mobile phone in the school yard during school hours (8.50am – 3.04pm), the staff member will ask the student to provide their name. The student must then immediately hand their mobile phone into the Student Wellbeing and Management Support Officer (located in the Student Support Centre), where it will be securely stored for the remainder of the day. The student will be permitted to collect their mobile phone from the Officer at the end of the school day only.
2. The incident is to be logged on Compass by the Student Wellbeing and Management Support Officer using the Compass template 'Mobile Phone handed in -SSC Use' to notify the Year Level Leaders/ Sub-School Leaders/Assistant Principals.
3. The staff member who has asked the student to hand their mobile phone in to the Student Support Centre is required to log the incident on Compass upon returning to their desk using the template 'Mobile Phone in yard – teacher use'

4. Year Level Leaders will then check the Compass Digest each day to determine if the student has handed their mobile phone in. If there is a post from a staff member ('Mobile Phone in Yard'), and no record of the phone being handed in to the Student Support Centre, an after school detention will be issued.
5. If a student refuses to provide their name, the matter will be referred to Year Level Leaders/Sub- School Leaders/Assistant Principals and a Friday after school detention will be issued.
6. If a student is found to have or be using their mobile phone in the school yard three times (on separate occasions), an after school detention will be issued.
7. If a student is continually found to breach this policy, it will result in their mobile phone being surrendered to the Year Level Leaders' office for storage every day, during school hours, for an extended period of time. An additional consequence may also be issued, if deemed appropriate by the Year Level Leaders/Sub School Leaders/Assistant Principals.
8. If a student refuses to hand over their mobile phone, they are failing to comply with a teacher instruction and therefore may be suspended.

School events and excursions:

Students will be permitted to bring mobile phones to camps and excursions. Students will be able to take photos and videos only when instructed by the teacher and with the consent of their peers.

Inappropriate filming or photos or videos/photos taken without a student/teacher's consent will result in the phone being confiscated by the teacher in charge and returned at the end of the day/camp as

applicable. A consequence will then be issued by Year Level Leaders/Sub-School Leaders/Principal Class as appropriate.

Leaving early due to illness:

Any student who is feeling unwell at school and needs to go home must arrange this through the school nurse. Students may not use their mobile phone to contact home when feeling unwell. Any arrangements to leave school must be made through the school nurse.

Additional information:

1. Mobile phones must not be used to send, screenshot or forward harassing, threatening or inappropriate messages or make harassing, threatening or inappropriate calls. In some cases it can constitute criminal behaviour. Students and parents are reminded that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The sending or forwarding of harassing, threatening or inappropriate messages or placing of harassing, threatening or inappropriate calls will be followed up by Year Level Leaders/Sub-School Leaders/ Principal Class (as appropriate) and a consequence may be issued, the matter may be referred to parents, or the College may advise that families pursue it with an external organisation such as Victoria Police.
2. Mobile phones must not be used to take photos/video of any other student or teacher. It is also prohibited to upload photos and/or video of other students and teachers to social media or send/ email photos or videos to others, especially if doing so would embarrass, humiliate or cause discomfort to the subject of the photo and/or video under any circumstances. If a student films or takes photos in the yard, their mobile phone will be confiscated and will be followed up by Year Level Leaders/Sub-School Leaders/Principal Class (as appropriate) and a consequence will be issued, the matter may be referred to parents, or the College may advise that families pursue it with an external organisation such as Victoria Police.
3. Further, students are prohibited from filming or distributing events such as fights, altercations or other criminal activity. Doing so will result in the student's mobile phone

being confiscated and the matter being referred to Year Level Leaders/Sub-School Leaders/Principal Class (as appropriate) and a consequence issued. The matter may also be referred to Victoria Police if it is deemed to be appropriate.

4. Mobile phones must not be used in spaces where a person can reasonably expect privacy, for example changing rooms, toilets, gym and swimming pools.
5. Mobile phones must not be used to access, distribute or show inappropriate or illegal material. Doing so will result in the matter being referred to Year Level Leaders/Sub-School Leaders/Principal Class (as appropriate) and a consequence issued. The matter may also be referred to Victoria Police if it is deemed to be appropriate.

Exceptions:

Exceptions to the policy can be granted by the Principal, in accordance with the Department's Mobile Phones Policy.

Disclaimer:

Mobile phones brought to and kept at school, are done so entirely at their owner's risk. The school will not accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from the use of these devices.

Parents and students should recognise that mobile phones are a target for theft and, accordingly, they should always be stored in a safe and secure place. Parents and students should ensure that mobile phones are properly and adequately insured as personal property.

REVIEW PERIOD

This policy was last updated on 19th May 2021 and is scheduled for review in May 2025.

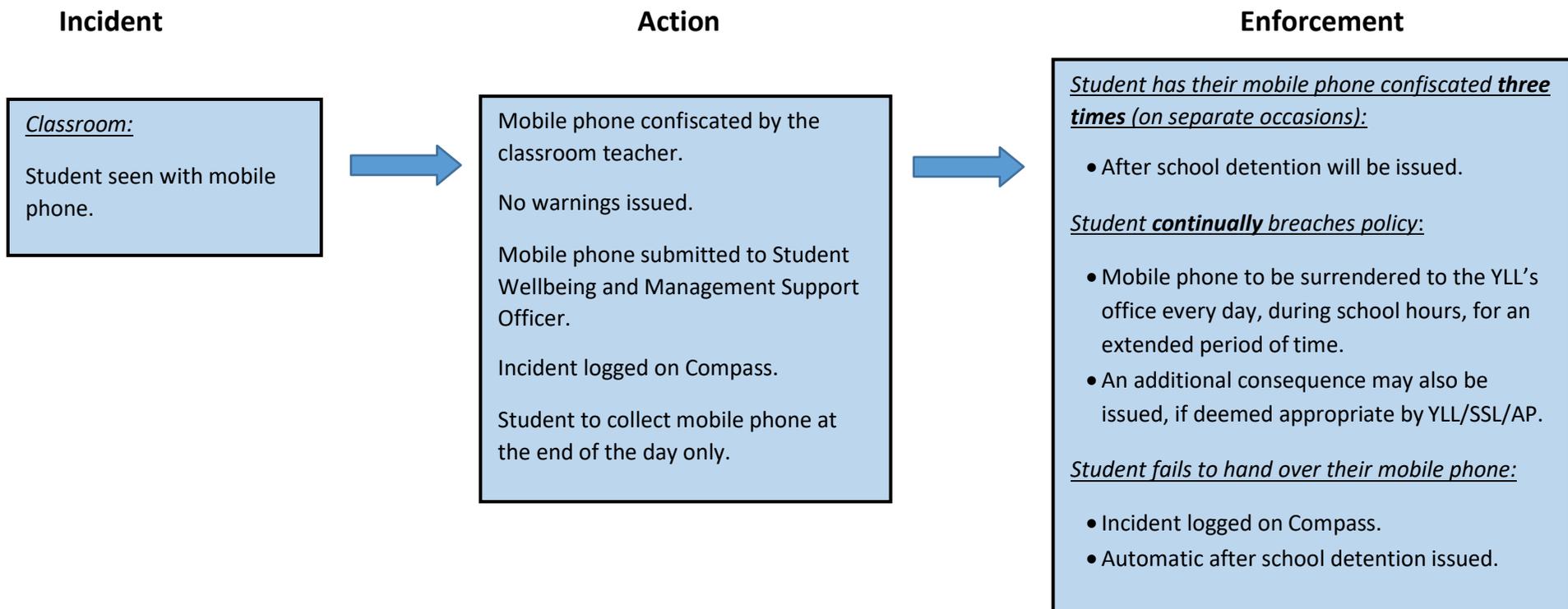
APPENDIX 1:

Taylors Lakes Secondary College Mobile Phone Policy: Enforcement system

This policy endeavours to establish clarity around the expectations the College has about the use of mobile phones and electronic devices whilst at school.

- Mobile phones are prohibited from being used, either in the classroom or the school yard, between 8.50am and 3.04pm.
- Should a student bring a mobile phone to school, it is to remain in the student's locker at ALL times.
- Failure to comply with the guidelines set out in this policy will result in the alleged incident being referred to the Year Level Leaders/Sub-School Leaders/Principal Class (as appropriate) for investigation and consequences. In such cases, the parent or guardian will be notified.

Outlined below is the process that the College will follow when managing incidents whereby a student has breached the Mobile Phone Policy:



Incident

School yard:

Student seen with mobile phone during school hours (8.50am – 3.04pm).

Action

Staff member to ask student to provide their name.

Student to immediately submit their mobile phone to Student Wellbeing and Management Support Officer.

Student to collect mobile phone at the end of the day only.

Enforcement

Student has their mobile phone confiscated **three times** (on separate occasions):

- After school detention will be issued.

Student **continually** breaches policy:

- Mobile phone to be surrendered to the YLL's office every day, during school hours, for an extended period of time.
- An additional consequence may also be issued, if deemed appropriate by YLL/SSL/AP.

Student fails to give their name or hand their mobile phone in to Student Wellbeing and Management Support Officer:

- Incident logged on Compass.
- Automatic after school detention issued.

Logging incident on Compass:

Upon receiving the student's mobile phone, the incident is to be logged on Compass by the Student Wellbeing and Management Support Officer using the Compass template 'Mobile Phone Confiscated – Yard', to notify the Year Level Leaders/Sub-School Leaders/Assistant Principals.

Upon returning to their desk, the staff member is to check that the incident has been logged. If so, the staff member is to append the entry with 'Confiscated by [insert initials]' and provide further details, if necessary.

If the incident has not been logged, then the staff member must create an entry using the Compass template 'Mobile Phone Confiscated – Yard', and Student Wellbeing and Management Support Officer or YLL to make note of whether the mobile phone was handed in.

YLL to check Compass Digest each day to determine if the student handed their phone in.