



MOBILE PHONES POLICY

File location: U:\PUBLIC\Policies & Procedures\Approved Policies\Mobile Phones Policy.doc

Authorised by:
Principal

Approved by School Council:
11.12.19

Date Created: 1/11/19

Last Updated: 1/11/19

Review Date: 2020

Page Number: 1 of 4

Purpose

The purpose of this policy is to explain to our school community the Department's and Horsham College's policy requirements and expectations relating to students using mobile phones (and other personal mobile devices, including smart watches) during school hours.

Scope

This policy applies to:

1. All students at Horsham 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 device 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 including smart watches.

Policy

Horsham College understands that students may at times need to bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Horsham College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored at all times (see below for further information) during school hours.
- Exceptions to this policy may be applied if certain conditions are met (see below for further information), where approved by the Principal or their nominee.
- When emergencies occur, parents or carers should reach their child by calling the school's administration office.

Personal mobile phone use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones (including smart watches) must not be used at Horsham College during school hours, including lunchtime and recess, unless an exception has been granted, by the Principal (or their nominee).

Where a student has been granted an exception, by the Principal (or their nominee), 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 owned by students at Horsham 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 Horsham 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 [Horsham College's Personal Property Policy](#).

Where students bring a mobile phone to school, Horsham College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Horsham College students are required to store their phones in their allocated locker secured with a combination lock or padlock. Students are responsible for the purchase of either a combination lock or padlock with key and ensure that their lock is applied to their locker and locked after each access.

Enforcement

Students who use their personal mobile phones at Horsham College during school hours, unless an exception has been granted by the Principal (or their nominee), will be issued with consequences consistent with our school's existing student engagement policies *e.g.* [Student Wellbeing and Engagement Policy](#) and our [Bullying Prevention Policy](#). An enforcement option must comply with the Department's [Ban, Search and Seize Harmful Items](#) policy relating to 'other items' which states that staff "should instruct the student to hand over the item(s) and if the student refuses to hand over the items, implement the relevant disciplinary provision within the student code of conduct or [Student Wellbeing and Engagement Policy](#)."

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 their nominee), in accordance with the Department's [Mobile Phones Policy](#) for specific learning activities, or for specific learning needs.

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	Medical/specialist documentation, Individual Education Plan and recorded on SEQTA

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition eg. <i>a student with diabetes may use their mobile phone to monitor their blood sugar</i>	Student Health Support Plan and Medical/specialist documentation and recorded on SEQTA
Students who are Young Carers eg. <i>providing care to a parent with health issue may need to use their mobile phone to discuss health issues with medical professionals and the person they are caring for, during the school day</i>	A localised student record, Medical/specialist documentation and recorded on SEQTA

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation for excursions
Students on excursions and camps	Risk assessment planning documentation for excursions
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

Horsham 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 in the excursion form and associated paperwork.

Exclusions

This policy **does not apply** to:

- Out-of-school-hours events or programs
- Travelling to and from school
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students when they are undertaking VET

Related policies and resources

- Horsham College policies:
 - *Student Wellbeing and Engagement Policy*
 - *Personal Property Policy, and*
 - *Bullying Prevention Policy*
- Department policies:
 - [Mobile Phones – Department Policy](#)
 - [Ban, Search and Seize Harmful Items](#)
 - [Personal Goods – Department policy](#)

Review Cycle

This policy will be reviewed in accordance with the Policy Review Schedule