

November
2019

Mobile Phones – student use policy



Purpose

To explain to our school community the Department's and Pakenham Secondary 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 Pakenham Secondary College and,
2. Students' personal mobile phones and other personal mobile devices including smart watches, 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 and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

Policy

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

At Pakenham Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Pakenham Secondary 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 owned by students at Pakenham 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, as per the Department's [Personal Goods Policy](#), Pakenham 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. The School does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities. Damage to personal property brought to school is the responsibility of the owner of that property.

Where students bring a mobile phone to school, Pakenham Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Pakenham Secondary College students are required to store their phones in their lockers which must be securely locked.

Enforcement

Students who use their personal mobile phones inappropriately at Pakenham Secondary College may be issued with consequences consistent with our school's existing *Student Wellbeing and Engagement Policy* which states that:

Students are not to have their mobile phones or smart watches in the classroom or yard unless an exception has been granted by the principal.

If a student does not comply, they will be asked student to put the phone on the teacher's table and return it at the end of the lesson with the expectation that it will be returned to the student's locker immediately after class.

Repeated breaches of the policy may involve one of the following

- 1. Student being informed of the need for uninterrupted class time. Parent notified.**
- 2. Lunch detention – Parent notified and requested to support the Departmental Policy for appropriate use of the item.**
- 3. Internal Suspension for failing to follow College guidelines for learning.**
- 4. External Suspension for failing to follow College guidelines for learning.**

At Pakenham Secondary 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:

- that 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.
- may be granted by a principal class member 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)	Mobile Phone Class Exemption Template
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning 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.

Teachers wanting a class based exception must first seek approval from a principal to gain the exception. Teachers must then make a note of it on Compass.

Camps, excursions and extracurricular activities

Pakenham 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 at the time that these events take place.

Exclusions

This policy does not apply to

- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking their VET on that particular day

Related Policies and Procedures

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

Review Period

This policy was last updated on November 2019 and is scheduled for review on [November/2022].

Ratified by College Council	Not Required
Latest Update	November 2019
Review Cycle	2 Years
Review Date	November 2021