

MOBILE PHONE POLICY

PURPOSE

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

SCOPE

This policy applies to:

1. All students at Swan Hill College and,
2. All students' personal mobile phones 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 carer's 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, students 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 mobile 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 [Personal Goods 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 issued with locks upon enrolment, which if damaged or lost must be replaced, at the students cost of \$12. Students are required to store their personal mobile 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
- distributing or showing videos that are not of school concern

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 Policy](#).

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	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 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 and other personal mobile devices.

Exceptions

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 work placement
- School Sports days
- **Before 8.56am and after 3.16pm, if still on school grounds e.g. Study in the common room or homework program**

RELATED POLICIES AND RESOURCES

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