

STUDENT MOBILE PHONE AND ELECTRONIC DEVICES POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact 0357830300.

PURPOSE

The use of mobile phones, airpods, MP3 players and similar electronic devices in class can be disruptive to the school environment and to the wellbeing of students. These devices can also be valuable additions to learning, when used appropriately. It is also acknowledged that there are times when it is genuinely appropriate and beneficial for students to have access to a mobile phone before and after school; for example, the need to contact parents or guardians in emergencies.

DEFINITION

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

For the purpose of this policy, “mobile phone and electronic devices” refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone but is not limited to smart watches, airpods, iPods, MP3 players and similar devices.

AIMS

- To encourage appropriate and mature use of electronic devices in daily life.
- To reduce the risk of cyber-bullying, sexting, cyber harassment, discrimination, inciting violence etc
- To ensure that teaching and learning is not interrupted by the use of mobile phones and other electronic devices.
- To ensure that valuable mobile phones and other electronic devices are not lost, stolen or damaged at school. Neither the College nor the Department of Education and Early Childhood Development (DEECD) provide insurance cover for mobile phones and personal belongings lost or damaged at school.

GUIDELINES FOR IMPLEMENTATION

Neither the Department of Education and Early Childhood Development nor Wallan Secondary College has insurance to cover private goods if lost, stolen or damaged, and cannot reimburse staff or students in this instance.

Mobile phones 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 Wallan 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. Refer to the Wallan Secondary College’s Personal Property Policy AND/OR the Department’s

Students are able to leave their mobile phone at their relevant sub-school for safekeeping as they arrive at school. The phone may be collected at the end of the school day. Students must only use their mobile phones before or after school.

Senior school students who choose to bring a mobile phone or electronic device to school, must ensure it is switched off and stored in their locker with a secure lock. Junior and Middle school students must ensure it is switched off and stored in their bag.

Parents and caregivers wishing to leave messages for their children should do so by telephoning the College on 5783 0300. Student Service Staff and sub-school members will assist students who need to contact family or other persons.

Electronic devices are **not** to be used in the classroom unless with the express permission of the relevant Assistant Principal.

Students will not be allowed to use their electronic devices to make purchases at the canteen. Cash or card must be used for all purchases.

Enforcement

- Students who misuse electronic devices/mobile phones or use them in class time/ during the school day without permission from the supervising staff member, will have the device confiscated and signed into the sub-school. This will be documented on Compass, and the student can collect the phone from their relevant sub-school at the end of the school day for their first offence (each term).
- For all subsequent incidents of misuse of electronic devices/mobile phones in the term, students will have the device confiscated and signed into the sub-school for parent pick-up.
- In certain circumstances where major behaviours have been breached, students may be required to hand in their device at the beginning of the day to the sub-school. This is at the discretion of the Assistant Principal. Refusal to comply with reasonable instructions may result in an external suspension.
- Devices which are confiscated will be placed in a safe box in the sub-school. Teachers can, in no way, be held responsible for the devices while in transit to the safe box.
- The policy also applies to students during school excursions, camps and extra-curricular activities, unless expressly permitted by the supervising teacher.

At all times:

- In-phone cameras are **not** to be used anywhere a normal camera would be considered inappropriate. Legislation applies.
- Appropriate action will be taken against any student who captures, stores or transmits Audio files, photographs or videos of individuals without their consent or who sends harassing or threatening messages. Legislation applies – please refer to the Criminal Act Code of 1995.
- Mobile phones or electronic devices will be **NOT** being permitted in college assessments and exams as per VCAA Electronic Devices Procedures.

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically and can only be granted by a member of the Principal team in accordance with the Department's [Mobile Phones Policy](#).

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception), where other technology is not suitable.	Mobile phone exception form completed
For students for whom a reasonable adjustment to a learning program is needed because of a disability, learning difficulty or medical reasons.	Individual Learning Plan, Individual Education Plan, Medical Authority Plan

2. 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

Wallan 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.

POLICY REVIEW AND APPROVAL

Ratified by College Council	December 2024
Approved by	Principal
Next scheduled review date	December 2028