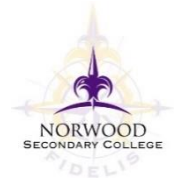


NORWOOD SECONDARY COLLEGE

MOBILE PHONE POLICY



RATIONALE:

Norwood Secondary College (NSC) recognises that many students feel a need to carry a mobile phone and accepts that there are genuine reasons for their use (for example to contact parents after music, sports practice, or whilst travelling to and from the College). However, they can be disruptive to the learning environment and negatively impact on the development of students' skills of social interaction. Therefore, the College has developed a set of expectations relating to the possession and use of mobile phones.

PURPOSE:

To explain to our school community the Department's and NSC's policy requirements and expectations relating to students using mobile phones during school hours. This school policy relates directly to a ministerial policy formally issued by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006.

AIMS:

- To protect the privacy of all NSC community members, particularly students and members of staff
- To facilitate the effective protection and supervision of all students
- To educate students about appropriate use of social media in order to prevent harm to themselves and to others
- To prevent any disruption to teaching and learning by the use of mobile phones
- To promote social interaction amongst students without the reliance on mobile phones.

SCOPE:

This policy applies to:

1. All students at NSC and,
2. Students' personal mobile phones.

DEFINITIONS:

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

IMPLEMENTATION:

At NSC:

- 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 carers should reach their child by calling the General 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 NSC 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.

Before and after school

Responsible use of mobile phones is permissible before and after school.

In class

Students are not permitted to have mobile phones in class. Phones should be locked securely in the student's locker.

Recess and lunch

Students are not permitted to access their mobile phone at their lockers and are not permitted to have mobile phones in the schoolyard. Phones should be locked securely in the student's locker.

Camps and excursions

In most circumstances, students will not be allowed to bring their mobile phones on overnight school camps or excursions. NSC will provide students and their parents and carers with information about items that can be brought to special activities and events, including mobile phones.

Secure storage:

Mobile phones owned by students at NSC 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 NSC 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 Department's Personal Goods policy.

Where students bring a mobile phone to school, NSC will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At NSC students are required to store their phones in their lockers, secured with an appropriate lock.

Enforcement:

Students who use their personal mobile phones inappropriately at NSC may be issued with consequences consistent with our Student Engagement Policy.

At NSC inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly, use of a mobile phone:

1. In any way that disrupts the learning of others.
2. To send inappropriate, harassing or threatening messages or phone calls.
3. To engage in inappropriate social media use including cyber bullying.
4. To capture video or images of people, including students, teachers and members of the school community without their permission.
5. To capture video or images in the school toilets, changing rooms, swimming pools and gyms.
6. During exams and assessments.

7. During Mentoring classes, College Assemblies, detentions, whilst in the Library, during study sessions or when undertaking Mercury Duty.
8. To listen to music at any time during the school day, including recess and lunch. Headphones and earbuds can only be used from a notebook when directed by a teacher for class-based educational activities.

Additionally:

- Students who become unwell during the day must not use a mobile phone to contact their parent/guardian to collect them. Students should follow the correct procedure of reporting to the Health Centre where necessary arrangements will be made
- If there is a need for parents to contact students, during the day, calls should be made to the General Office on 9871 0400. Students may see their Year Level Coordinator in instances requiring urgent contact with family members.

Breaches

Students who use their mobile phone inappropriately at school may be issued with consequences consistent with our school's Student Wellbeing and Engagement and/or Bullying policies. In some circumstances, students' mobile phones may be confiscated and stored securely.

A staged response

Unless a breach of this policy is considered to be of a serious nature, the following consequences will apply:

Procedure

Consequence

<p>In class: Mobile phone is confiscated by the teacher and delivered to the Sub School Office. The student's phone is returned at the end of the school day. Breach recorded on Compass.</p> <p>Recess/lunch: Student is instructed to take the mobile phone directly to their Sub School Office. Breach recorded on Compass.</p>	<p>First breach: Lunchtime detention issued. Parent/guardian notified.</p> <p>Second breach: Lunchtime detention issued. Parent/guardian notified.</p> <p>Consequences for subsequent breaches could include:</p> <ul style="list-style-type: none">• After-school detention• Mobile phone deposited at the Sub School Office at the start of the school day and returned at the end of the school day.• Parent/guardian required to collect the mobile phone from the College.
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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 Class, 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)	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	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 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.

RELATED POLICIES AND RESOURCES

- Mobile Phones – Department Policy
- Personal Goods – Department policy
- NSC Student Engagement and Inclusion Policy

REVIEW PERIOD

This policy was last updated January 2020 and is scheduled for review on January 2023.