



Mobile Phone and Personal Electronic Device POLICY

Section – SAFETY

Policy No – SAF015

Purpose

To explain to our school community the Department of Education and Training (DET) and Chaffey Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile electronic devices during school hours.

The use of personal mobile phones and electronic devices such as iPods, MP3 players and similar, in class can be disruptive to the school environment and students learning. The use of mobile phones and electronic devices can have a negative impact on the wellbeing of students. It is also acknowledged that mobile phones are an important part of many young people's daily lives and it may be 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.

Objective

- To ensure that teaching and learning is not interrupted by the use of mobile phones and other electronic devices.
- To reduce the risk of cyber-bullying, sexting, online harassment and/or discrimination,
- To encourage appropriate and mature use of electronic devices in daily life.
- To ensure that valuable mobile phones and other electronic devices are not lost, stolen or damaged at school. Neither Chaffey Secondary College nor the Department of Education and Training (DET) do not provide insurance cover for mobile phones and personal belongings lost or damaged at school.

Chaffey Secondary College is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard the safety of any student of our College.

Scope

This policy applies to:

1. All students at Chaffey Secondary College and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

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

This policy refers to the use of mobile phones and electronic devices, including iPods, MP3 players, tablets and similar devices.

The policy also applies to students during local school excursions and extra-curricular activities, unless expressly permitted by the supervising teacher.

Policy

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Chaffey 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 only for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

At Chaffey Secondary College students who choose to bring mobile phones to school must have them switched off and securely stored during school hours between 9a.m. and 3:05p.m.

Secure Storage:

Mobile phones and electronic devices owned by students at Chaffey 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 Chaffey 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.

Chaffey Secondary College and the Department of Education and Training (DET) do not provide insurance to cover for private goods if lost, stolen or damaged, and cannot reimburse staff or students in this instance. Chaffey Secondary College accepts no liability in the event of the loss, theft or damage of any such device.

Where students bring a mobile phone or electronic device to school, Chaffey Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Chaffey Secondary College students are required to store their phones in their locker for safekeeping as they arrive at school. Students must only use their mobile phones before or after school. Students are required to provide their own key or combination padlock for their locker. Locker areas are closed during class time.

- When emergencies occur, parents or carers should reach their child by calling the school's office.
- Parents are reminded in the event of an emergency, the College Administration is the appropriate point of contact and can ensure your child is reached quickly and is assisted in any necessary way. Parents and carers wishing to leave messages for their children should do so by telephoning the College on 50230538. Staff will pass messages on.
- Student Reception and Student Engagement staff will assist students who need to contact family or other persons during college hours.

Enforcement:

Enforcement of this policy is in accordance with the Department of Education and Training's [Ban, Search and Seize Harmful Items](#) policy.

If a student uses a mobile phone or personal electronic device during school hours, the phone or device is subject to confiscation, whereby the student is required to take the device to student reception to hand in, with the following consequences:

1. 1st offence – student collects their mobile phones or electronic device at the end of the day. Referral written and record kept of confiscation.
2. 2nd offence – parent collects the student’s mobile phones or electronic device at the end of the day. Referral written and record kept of confiscation.
3. 3rd offence - parent collects the student’s mobile phones or electronic device. Referral written. Student is required to hand phone into Student Reception each morning from this time on, or leave their mobile phones or electronic device at home.

In all instances the phone will be placed in an envelope and secured at Student Reception for collection. Devices which are confiscated will be placed in a safe box in the Office. Teachers can, in no way, be held responsible for the devices while in transit to the safe box. This is the sole responsibility of the students.

At Chaffey 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:

- 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 for students with a specific health condition documented in a Student Health Support Plan
 - Exceptions related to managing risk when students are offsite, travelling to or from excursions or on school camps
- can be granted by the principal in accordance with the Department’s [Mobile Phones Policy](#).

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Camps and Excursions:

In most circumstances, students will not be allowed to bring their personal mobile phones or electronic devices on excursions. Chaffey Secondary College will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile phones or electronic devices.

Exclusions:

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

Evaluation

This Policy will be reviewed in line with DET Guidelines, Chaffey Secondary College’s Leadership and Consultative Teams and School Council. Review will be conducted after ratification of a new EBA.

Date Implemented	June 2020
Author	Sally Parsons
Approved By	School Council June 2020
Responsible for Review	Principal
Review Date	June 2023
Review Cycle	3 – 4 years
References	Related Department of Education and Training (DET) polices: Mobile Phones – Department Policy Ban, Search and Seize Harmful Items Personal Goods – Department policy