

TRAFALGAR HIGH SCHOOL

MOBILE PHONE POLICY



Rationale

The use of mobile phones in class is disruptive to the learning environment and the smooth running of the school. This policy is designed to provide an effective learning environment for all people

Purpose

To explain to our school community Trafalgar High School's policy requirements, and expectations regarding the safe and appropriate use of mobile phones by students, at school or during school activities.

Guidelines

Trafalgar High School understands that students may bring a mobile phone to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

During class times, mobile phones must be:

- Locked securely in their locker

Students are permitted to access their mobile phones during lunchtime and recess only.

- It is important that students display courtesy, consideration and respect for others whenever they are using a mobile phone.
- It is a breach of examination condition to have mobile phones in the VCE exams and GAT examination centre. Disciplinary action should be taken against any student/s who is/are caught using a mobile phone to cheat in exams or assessments.
- Students should ensure that their phones are always stored in a safe and secure place, preferably in a locker.

Mobile phones must not be used:

- During class
- Assemblies
- 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

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- To capture video or images in the school toilets, changing rooms and gym.

Students who use their mobile phone inappropriately at school will be issued with consequences consistent with our school's Student Wellbeing and Engagement and/or Bullying policies.

Insurance

Students are responsible for items brought to school including their mobile phone. Mobile phones are used at their owners' risk.

Please note that the Trafalgar High School does not have accident insurance for accidental property damage. The school will not pay for any loss or damage to such property. Staff and students should be discouraged from bringing any unnecessary or particularly valuable items to school. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including mobile phones that may be brought to school.

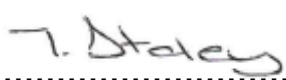
Please see the attached Appendix for consequences and teacher actions for breaches of this policy.

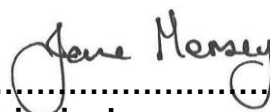
Review Period

This policy was ratified by the Trafalgar High School Council on:

Date: 12th December 2018

Scheduled for review on: 12th December 2022

Signed: 
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School Council President
Tony Staley

Signed: 
.....
Principal
Jane Mersey

Appendix 1: Trafalgar High School – Mobile Phone Policy

No Mobile Phones in Class	Consequences	Teacher action
<p>If phone is used (seen or heard)</p> <p>Class time refers to regular school lessons, meetings, assemblies, or similar organised activities.</p> <p>Mobile phones may only be used during extra-curricular activities, excursions or camps when special permission is granted by the teacher in charge.</p> <p>If mobile phones are used in a way that breaches either the bullying or privacy policies, refer to those policies for direction.</p> <p>In order to reinforce this behaviour, staff are also expected to comply with the same guidelines regarding their phone use. There will be a complaint process for students if this policy is not adhered to. A complaint form may be filled out by a student and will be dealt with by a member of the Principal Class.</p>	<p><u>1st Offence:</u> Phone is confiscated until the end of the day</p> <p><u>2nd Offence:</u> Phone is confiscated until end of day. Parents are contacted by the Year Level Coordinator, and student receives an after school detention (from 3:30-4:15pm on an arranged day).</p> <p><u>3rd and Future Offences:</u> Phone is confiscated until end of day. Parents are contacted by the Year Level Coordinator, and student receives a one day school suspension.</p> <p><u>Student refuses to hand phone over to classroom teacher:</u> If phone is handed over to YLC or principal class then Phone is confiscated until end of day. Parents are contacted by the Year Level Coordinator, and student receives an after-school detention (from 3:30-4:15pm on an arranged day).</p> <p><u>Student refuses to hand phone over to YLC or principal class:</u> Parents are contacted to pick up their child from school immediately.</p> <p>Further consequences (i.e. suspension) will apply to students not following a teachers directions.</p>	<p>Teacher takes phone to the office at end of lesson. If this is not possible due to location and moving to other classes, then teacher sends a student to get the duty teacher via the office to collect the phone from them. Student needs to provide this receipt or their student ID card to collect phone.</p> <p>Phone is placed in a sealed envelope with office copy of receipt on the front.</p> <p>The teacher will record a phone confiscation in Compass in regards to each student.</p> <p>As above: Assistant Principals to contact parent/guardians.</p> <p>Classroom teacher exits the student. Duty teacher, YLC or member of Principal Class requests phone. Assistant Principals to contact parent/guardians.</p>