



## MOBILE PHONE POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact Trafalgar High School on (03) 5633 1733

### 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 the Departments and Trafalgar High School's policy requirements, and expectations relating to students using mobile phones during school hours.

### SCOPE

This policy applies to:

1. All students at Trafalgar High School and,
2. Students personal mobile phones, smartwatches or any other device with access to a cellular (telecommunication) system brought onto school premises during school hours, including recess and lunchtimes

### Definitions

- 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" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

### Guidelines

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

At Trafalgar High School:

- 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 school's office.
- 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 manner in their locked locker.



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### 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 Trafalgar High School 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 owned by students at Trafalgar High School are considered valuable items and are brought to school at the owner's (students 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 Trafalgar High School 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

<https://www.education.vic.gov.au/school/principals/spag/governance/pages/personalgoods.aspx>

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

### Enforcement

At Trafalgar High School 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

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

### 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, or by the teacher for that 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*



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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	As required
Students on excursions and camps	As required
When students are offsite (not on school grounds) and unsupervised with parental permission	As required
Students with a dual enrolment or who need to undertake intercampus travel	As required

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**

Trafalgar High School 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.

### **Exclusions**

This policy does not apply to:

- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, eg. Work experience



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### REVIEW CYCLE AND EVALUATION


Policy last reviewed	March 2021
Approved by	Principal
Next scheduled review date	March 2025

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

**Date: 17<sup>th</sup> March 2021**

**Scheduled for review in: 4 years**

Signed:   
.....  
**School Council President  
Tanya Megaw**

Signed:   
.....  
**Principal  
Jane Mersey**



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### Appendix 1: Trafalgar High School – Mobile Phone Policy

No Mobile Phones during School Hours	Consequences	Teacher action
<p>If phone is used (seen or heard)</p> <p>School hours refers to the first bell of the day at 8:54am, to the last bell of the day at 3:25pm.</p> <p>Mobile phones are not to be used during school hours.</p> <p>If mobile phones are used in a way that breaches either the mobile phone, bullying or privacy policies, refer to those policies for direction.</p> <p>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>1<sup>st</sup> Offence:</u> Phone is confiscated until the end of the day</p> <p><u>2<sup>nd</sup> 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>3<sup>rd</sup> and Future Offences:</u> Phone is confiscated until end of day. Parents are contacted by the Assistant Principal, and student receives a one day school suspension. Phone remains at school until parent/guardian can collect.</p> <p><u>Student refuses to hand phone over to 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>