

MOBILE PHONE POLICY

Internet, Social Media & Digital Devices

Reviewed by School Council in Nov 2019

Approved by the Principal in Dec 2019



PURPOSE

To explain to our school community the Department of Education's and Thornbury High School's policy requirements and expectations relating to students using mobile phones, tablets and smart watches during school hours.

SCOPE

This policy applies to:

1. All students at Thornbury High School and,
2. Students' personal mobile phones, tablets and smart watches brought onto school premises during school hours, including recess and lunchtime.

This policy commences in 2020.

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 a tablet or smart watch.

POLICY

Thornbury High School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Thornbury High School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker 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 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 Thornbury 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 Thornbury High School 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 Thornbury 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.

Where students bring a mobile phone to school, Thornbury High School will provide secure storage via individual student lockers. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Thornbury High School students are required to store their phones in their own locker and ensure the lockers are locked effectively. Locker combinations are not to be shared between students to ensure the safety of materials in a students' locker.

Enforcement

Students who use their personal mobile phones inappropriately at Thornbury High School will be issued with consequences consistent with our school's existing school policies, including the *Student Wellbeing and Engagement policy* and *Bullying Prevention policy*.

At Thornbury High School inappropriate use of mobile phones is any use or possession during school hours. Consequences for students found in possession of a mobile phone during school hours are as follows:

Action	Consequences
Student found to be in possession of a mobile phone during school hours	<ul style="list-style-type: none"> ● Device may be confiscated*. ● Staff member to post to Compass ● School detention issued
Repeated possession of mobile phone during school hours	<ol style="list-style-type: none"> 1. School detention issued + parent contact made. 2. x2 School detentions issued 3. Saturday detention issued

*A staff member may choose to confiscate a mobile phone during school hours. This staff member will make the device available for the student to collect at the end of the school day. If a staff member instructs a student to hand over a mobile phone and the student refuses to hand over the item, the relevant disciplinary provisions will apply in line with the *Student Wellbeing and Engagement policy*.

Additional consequences may be given to students who use mobile phones inappropriately in the following situations:

- 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

When a student arrives at school later than usual or departs school earlier than usual, they are still expected to comply with this policy. While a student may need to transfer their phone between their locker and bag within these hours, it is still expected that they do not use their mobile phone while on site at Thornbury High School between 8:50am and 3:10pm.

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

Specific exception	Documentation (Developed by teaching staff at Thornbury High School)
For specific learning activities (class-based exception)	Unit of work, learning sequence, Compass Learning Task.
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 (provided by parents/carers or appropriate agencies)
Students with a health condition	Student Health Support Plan from Medical practitioner
Students who are Young Carers	Provided by relevant outside agency (eg DHHS)

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation (developed by teaching staff at Thornbury High School)
Travelling to and from excursions	Compass Event Documentation - Risk assessment planning documentation
Students on excursions and camps	Compass Event Documentation - Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Compass Event Documentation - Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Compass Event Documentation - 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

Thornbury 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)
- Students who are undertaking VET under the supervision of a different organisation on alternative premises.

RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement policy
- Bullying Policy
- Mobile Phones – Department Policy
- Ban, Search and Seize Harmful Items
- Personal Goods – Department policy

REVIEW CYCLE

This policy was created in November 2019 and is scheduled for review in November 2022/2023.