



POLICY	Student Mobile Phone and Device Policy
Policy Owner	Principal
Function/Area	Student Wellbeing

Policy Statement

This Acceptable Use Policy for mobile phones and devices provides students and parents guidelines and instructions for the appropriate use of mobile phones at school and at school events. The Acceptable Use Policy for mobile phones and devices also applies to students during College excursions, camps and extra-curricular activities.

Policy Scope

This policy applies to **all** devices with mobile phone connectivity capacity. The College acknowledges that there may be a need for a student to have these devices when travelling to and from school. The College will not guarantee the physical security of a device or accept any responsibility for these items.

Policy Principles

Junior School - Student usage and storage of mobile phones at school, excursions and sporting events:

Students are discouraged from bringing mobile phone devices to school unless they need them when travelling to and from school. During school hours the students, with approval from their teachers, should contact parents through the school office if necessary. Parents can also leave messages for their children at the Junior School office.

The procedures for Junior School students with phones are:

- On arrival at school the student must hand the phone in to their classroom teacher for safekeeping. The student is to place the device in a locked box where it will remain for the duration of the day.
- On departure from the school, the student should collect the phone from their teacher.

Senior School - Student usage and storage of mobile phones at school, excursions and sporting events:

- The device is to be turned off and kept secure in their locker. Students in Years 7-10 **are strictly forbidden** to access or have these devices on their person at any time between the hours of 8.40am and 3.15pm.
- Students in Years 11 & 12 must also turn off their phone and secure it in their locker. They are not permitted to have their phone on their person during school hours. However, they are permitted to access their phone **during lunchtime only, at their locker. They are not to be used anywhere else on College grounds.** The usage of mobile phones is under the

Developed:	Owner:	Review:	Date of last review:	Printed
2019	Principal	2 years	Dec 2024	10/12/24

provision it is used in a manner which is in keeping with the College values of respect and integrity. No filming is permitted.

- Devices are not permitted to be taken on any excursions or school camps. However, if students are leaving the College for sport, outdoor education or any other activity and returning after 4.00pm or if involved in an activity on the College campus which concludes after 4.00pm, students will be permitted to place their phones in their bags and take them with them but under no circumstances may they be used during the hours of the College activity.
- For College activities that are held in the evening, either on or off campus, students in Years 10-12, for security reasons, may have their phones. They are not permitted though to film other students. Photographs, video or digital images of a student are considered 'personal information' and therefore their use and disclosure are governed by the *Information Privacy Act 2000*.
- As students are not permitted to access their phones, should the need arise, all Parents are requested to contact their children through the College contact numbers and Reception. Similarly, if a student needs to contact their parents, with approval from staff, this can be done through Senior School Reception.

Consequences:

Breaches of this policy may result in temporary removal of the students' phone, rescinding their permission to bring a phone to school or some other consequences determined by the College.

Junior School - If a student contravenes rules of mobile phone usage the following progression of consequences occurs.

- First Occasion - Phone to be handed in to College Reception and student receives a warning. Students name is entered on spreadsheet at reception.
- Second Occasion - Phone to be handed in to College Reception and the student is issued with a TRP. Students' parents/guardians are informed.
- Third Occasion - Phone to be handed in to College Reception and the student is issued with an in-school suspension. Students' parents/guardians are informed.
- Fourth Occasion - Phone to be handed in to College Reception. Parents/guardians contacted, and student is no longer permitted to bring a phone to school.
- Any further breaches result in an out of school suspension and a meeting with the Principal/Deputy Principal.

Senior School - If a student contravenes rules of mobile phone usage the following progression of consequences occurs.

- First Occasion - Phone to be handed in to College Reception and student receives a warning. Students name is entered into TASS by reception.
- Second Occasion - Phone to be handed in to College Reception and the student is issued with an in-school suspension. Students' parents/guardians are informed.
- Third Occasion - Phone to be handed in to College Reception and the student is issued with an in-school suspension. Students' parents/guardians are informed.

Developed:	Owner:	Review:	Date of last review:	Printed
	Principal	2 yearly	December 2024	10/12/24



- Fourth Occasion - Phone to be handed in to College Reception. Parents contacted and student is no longer permitted to bring a phone to school.
- Any further breaches result in an out of school suspension and a meeting with the Principal/Deputy Principal.

Confiscation process:

- Staff should not handle a student's phone or device at any time and should not attempt to take it off them. Staff are to note the students name and year group and direct them straight to reception to hand in the mobile phone or device.
- If student has been directed to College Reception to drop off their phone or device they are to place the device in an envelope, write their name and year on the envelope, and place in the locked box.
- On retrieval of the device at the end of the day they remove it from the locked box in the presence of a staff member. Student information is recorded on TASS.

Theft or damage

- Students in the Senior School who bring a mobile phone onto school premises should leave it locked away in their locker as soon as they arrive. In order to reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.
- Mobile phones which are found in the College and whose owner cannot be located should be handed to reception.
- The College accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The College accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.
- It is strongly advised that students use access security on their mobile phone. Students must keep their password/pin numbers confidential.

Inappropriate conduct

- Any student caught with a mobile phone on their person during school hours will be asked to immediately hand the phone in to College Reception. They will be able to retrieve it from there at the end of the College day. Their name will be recorded, and should the student reoffend, consequences will be issued in line with this Policy.
- Student refusal to hand the phone in when requested will be regarded as misconduct and result in an immediate in-school suspension. Parents/guardians will be informed of this action, and it recorded in TASS.
- Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.
- Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary action.

Developed:	Owner:	Review:	Date of last review:	Printed
	Principal	2 yearly	December 2024	10/12/24

- As it is a criminal offence to use a mobile phone to menace, harass or offend another person the school will report such actions to the police.
- As it is a criminal offence to distribute intimate images or threaten to distribute intimate images, any student doing so will be reported to the police.

Use of earbuds/headphones:

- The only time a student is permitted to utilise earbuds when on campus is under teacher direction. At no time should a student be utilising earbuds walking around campus, during recess or lunch, or in class unless directly given permission to do so.

Use of phones for payment:

- Students are not to use their phones as a means of payment at the College at any time. This includes at the College Canteen.

Exemptions to this policy

- The only exemptions to this policy will be issued for those that need to carry a phone on their person for medical reasons. This also applies to the use of earbuds/headphones. An example of this would be for the management of conditions such as diabetes monitoring. Permission for this to occur needs to be sought through the relevant Head of School, Deputy Principal or Principal of the College.

Related Policy and Procedures

Policy	ICT Policy [List any policies or other documents that this policy related to (this will make it easier to update relevant material when this policy is reviewed)]
Policy	Behaviour Management
Policy	Child Protection

Applicable Legislation

Privacy Act 1988 (Cth)

Responsibilities

Staff Responsibility

Each Staff member has the responsibility to:

- Report instances when students have a phone on their person
- Ensure instances are reported to relevant parties when phone is required to be handed in

Manager's Responsibility

- The Principal and the School Leadership has responsibility to:
- Ensure equitable enforcement of the policy
- Deliver consequences to students in breach of the policy
- Review the policy

Developed:	Owner:	Review:	Date of last review:	Printed
	Principal	2 yearly	December 2024	10/12/24



- Report serious breaches to the relevant organisation including Department of Child Protection and Family Services or the Police

School's Responsibility

Tranby College has a responsibility to:

- ensure that all staff have access to and understand the policy
- ensure that all students have access to and understand the policy
- ensure that all parents have access to and understand the policy
- ensure that the policy is fairly and justly applied across Tranby College
- respond to the needs of a particular individual as appropriate within the values of Tranby College
- comply with legislated requirements

Further Information

Further information concerning any aspect of this policy may be directed to the Deputy Principal

Policy Sign off & Acceptance

Sign off is required by:

Principal

Revision History *(filled out Board or Principal)*

Version	Approved/ Amended/ Rescinded	Date	Board/ Principal	Approval/ Resolution Number	Key Changes & Notes
2.0	Approved	Dec 2024	Principal	Approved	Updated to include broader scope.

Developed:	Owner:	Review:	Date of last review:	Printed
	Principal	2 yearly	December 2024	10/12/24