

MOBILE PHONE- STUDENT USE POLICY



Help for non-English speakers

If you need help understanding the information in this policy please contact our office administrative team, at (03) 5248-1400.

PURPOSE

To explain to our school community the Department's and Newcomb Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile and cellular devices during school hours.

SCOPE

This policy applies to:

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

DEFINITIONS

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

POLICY

Newcomb Secondary College understands that students may bring a personal mobile phone to school, particularly if they travel independently to and from school.

At Newcomb Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Exceptions to this policy, for student mobile phones or headphones, may be applied if certain conditions are met (see below for further information)
- For all necessary communications during school hours, including emergencies, parents or carers should reach their child by calling the school's office.

Personal mobile phone use

Following the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones (and connected cellular devices) must not be used at Newcomb 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 only use their mobile phone, cellular watch or headphones for the purpose for which the exception was given, and in a safe, ethical, and responsible manner.

Inappropriate Use of Mobile Phones

At Newcomb Secondary College inappropriate use of mobile phones is **any use during school hours** unless an exception has been granted, particularly when used:

- 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 cyberbullying
- 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

Secure storage

Mobile phones owned by students at Newcomb Secondary College are considered valuable items and are brought to school at the owner's (student's or parent/carers) risk. Students are encouraged to leave their mobile phones at home unless there is a compelling reason to bring them to school. Please note that Newcomb 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.

Newcomb Secondary College will provide secure storage where students must bring a mobile phone to school. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Newcomb Secondary College students are required to store their phones in secure storage units or their lockers (which have a working lock fitted).



Application

Students who use their personal mobile phones or headphones during the school day without an exception at Newcomb Secondary College may be issued with consequences consistent with our school's existing student engagement policies (in particular, the NSC Student Wellbeing and Engagement and/or Code of Conduct or Bullying policy).

1.0 Mobile Phone Policy Offence

All mobile phone offences will result in the student relinquishing their phone to the staff member who will note the student's name and deliver it to the Administration office for the event to be recorded and the phone securely stored. Upon relinquishing the phone, the student is to turn the phone off.

Students will be able to collect their phone, **no earlier than at the end of their school day** from the Administration office.

The following tiered response to a mobile phone offence applies:

First event:

- a) Offence recorded, parent/ carer notified via Compass red chronicle post, email and SMS.
- b) The **student may collect** their phone at the **end of their school day**.

Second event:

- a) Offence recorded, parent/ carer notified via Compass red chronicle post, email and SMS.
- b) The **student may collect** their phone at the **end of their school day**.
- c) An **After School Detention** will be issued and communicated home via a phone call and automatically generated letter.

Third event:

- a) Offence recorded, parent/ carer notified via Compass red chronicle post, email and SMS.
- b) The **student may collect** their phone at the **end of their school day**.
- c) A second **After School Detention** will be issued and a phone call will be made to make it clear to the family that subsequent offences will likely result in suspension.

Subsequent event:

- a) Offence recorded, parent/ carer notified via Compass red chronicle post, email and SMS.
- b) The **student may not collect** their phone, a parent or carer will need to collect **the phone**.
- c) A suspension is likely to be issued and the student support team will work with the student and their family to facilitate behaviour change.
- d) Further offences will likely lead to suspension(s) of a determined duration and a parent meeting issued with the Assistant Principal and/or Principal.

2.0 Refusing to Follow Reasonable Instructions (Failure to Relinquish Phone)

Students who refuse to relinquish their phone to the staff member are now **refusing a reasonable instruction** and **acting in breach of this school policy** and the ministerial order, will:

1. Have an immediate **Red Chronicle post on Compass** created that automatically **informs Student Support and the Assistant Principal**.
2. Student Support and/or the Assistant Principal will **follow-up with the student**
3. Parent/ Carer will be contacted and the **student sent home**.
4. A one-day **suspension** will be issued for refusing to follow reasonable instruction
5. A **Return to School meeting** will take place following the suspension. This meeting will take place with the student, parent/ carer and NSC Leading Teacher or Assistant Principal. In the Return to School meeting, it may be necessary to create a **Behaviour Support Plan** or revise any existing Behaviour Support Plan to assist the student in correcting their patterns of behaviour.

6. Failure to comply with the agreements and commitments of the Return to School meeting will result in **further consequences**, including, but not limited to, further suspensions.

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - o Health and wellbeing-related exceptions; and
 - o 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 — Student Use Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones — Student Use Policy](#) are:

1. Learning-related exceptions

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 (including use of headphones)	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	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	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

Newcomb Secondary College 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
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience.
- Students who are undertaking VET off site

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training.
- Included in school newsletter.
- Included in staff handbook/manual.
- Discussed at annual staff briefings/meetings.
- Included in transition and enrolment packs.
- Discussed at parent information nights/sessions.
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	2024
Approved by	Principal
Next scheduled review date	Semester 2- 2024