

 <p>Tallangatta Secondary College Policy Manual</p>	<p style="text-align: center;"><b>Mobile Phones – Student Use Policy</b></p>	<p>Developed: Dec 2019 Updated May 2023</p>
<p>Information: 0260715000</p> <p>Manager: Assistant Principal</p>	<p>Related Policies: Personal Goods – Department Policy Student Wellbeing and Engagement Policy Mobile Phones – Department Policy</p>	<p>Reviewed: May 2024</p>

### **Purpose**

This policy outlines the requirements of the Department’s and Tallangatta Secondary College policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

### **Scope**

This policy applies to all students at Tallangatta Secondary College who choose to bring a mobile phone and other personal mobile device onto school premises during school hours, including recess and lunchtime.

### **Definitions**

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.

School hours refer to 9am – 3.20pm (Mon and Wed) and 9am – 3.22pm (Tues, Thurs and Fri)

### **Policy**

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

At Tallangatta 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 may be applied if certain conditions are met (see below for further information).
- When emergencies occur, parents or carers can reach their child by calling the school's administration 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 Tallangatta 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 use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

### Secure Storage

**Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so.** Mobile phones brought to the College are at the owner's (student's or parent/carer's) risk. Tallangatta 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.

Where students bring a mobile phone to school, the College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. Students who choose to bring mobile phones to Tallangatta Secondary College must have them switched off and handed to staff to be secured during the school day. Students arriving late must have their phone switched off and handed to the front office.

### Enforcement

Students who use their personal mobile phone or other personal mobile device inappropriately will be asked to relinquish their phone or device and their parent called to collect the phone. Where this is not possible, the phone will be returned to the student but the parent may be invited to attend a meeting at the school to discuss a coordinated approach to managing the student's mobile phone use at school.

Students who refuse to relinquish their phone to school staff when asked will be issued with consequences consistent with our school's existing Student Wellbeing and Engagement Policy.

At Tallangatta Secondary College, **inappropriate use of mobile phones or other personal mobile device is any use during school hours**, unless an exception has been granted. Where an exception is granted, inappropriate use is any use of the mobile phone outside the purpose for which it was granted.

### Exceptions

There are three categories of exceptions that may be applied during school hours and granted by the Principal or nominee if certain conditions are met. The three categories are: Learning related exceptions, Health and Wellbeing exceptions, managing risks when students are offsite. Parents wishing to apply for an exception must arrange for a Student Support Group (SSG) meeting to discuss the reason for exception and guidelines of use if granted. **Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.**

### Camps, excursions and extra - curricular activities

Tallangatta 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.

### Headphones, ear buds and airpods

To ensure a positive and respectful school climate where all students demonstrate respect for themselves, their peers, their teachers and members of the school community, the following expectations will be in place:

- At no time should students be wearing headphones, ear buds, and air pods during recess and lunchtime or walking to and from class. Headphones, ear buds, and air pods should be kept in the students' pencil case / locker.
- Students must ask their teacher for permission to use headphones, ear buds, and air pods in classrooms.
- For private study in the Senior Study Centre, students must ask the supervising teacher first. Please note – the College aims to provide a quiet productive study environment. Studies have shown that listening to music while studying can hinder learning.
- Some students are sensitive to loud noises and where their individual education plans or behaviour support plans require the use of headphones, ear buds, and air pods these students will be exempt.

In the event a student is wearing headphones, air pods, or earbuds during inappropriate times, the teacher will ask the student to remove the item and place it in their pencil case / locker. The teacher will record the incident on Compass. Students who refuse to remove and return the item to their pencil case / locker when asked will be issued with consequences consistent with our school's Student Wellbeing and Engagement Policy.

Consequences for ongoing inappropriate behaviour will involve withdrawal, loss of privileges or suspension.

Parents/guardians are reminded that any personal item/property that is brought to school by a student is the responsibility of the student and is not the responsibility of the school and is not covered by school insurance.

### Exclusions

This policy does not apply to:

- Out-of-school-hours events
- Travelling to and from school
- Wearable devices - All notifications must be switched off.
- iPads and all other personal devices - All notifications must be switched off.
- Students undertaking workplace learning activities, e.g. work experience and work placement. Students are expected to comply with a workplace's policies.
- Students who are undertaking VET offsite (as opposed to on school grounds). Instead, students are expected to comply with a TAFE or registered training organisation's policies.