

Tallangatta Secondary College Policy Manual	Mobile Phones – Student Use Policy	Developed: Dec 2019
Information: 0260715000 Manager: Assistant Principal	Related Policies: Personal Goods – Department Policy Student Engagement Policy – Tallangatta Secondary College Policy Mobile Phones – Department Policy	Reviewed: Dec 2020

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

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 phones or other personal mobile device inappropriately at Tallangatta Secondary College will be instructed to relinquish the phone immediately, in which it will be stored in the front office for parents / carers to collect. Students who refuse to relinquish their phone to school staff when asked will be issued with consequences consistent with our school's existing Student 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.

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.