



Mobile Phone Policy

Rationale

To explain to our school community the Department's and Kerang Technical High School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

SCOPE

This policy applies to:

1. All students at Kerang Technical High School and,
2. Students' personal mobile phones and other personal mobile 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. : 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.

Kerang Technical High School understands that students may bring a mobile phone to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

- Mobile phones must not be used whilst on school grounds. Mobile phones must be switched off, and locked securely in the student's locker during these times.
- The invitation to use any Electronic devices in class is up to the discretion of the teacher of that class and should be documented.
- All contact between families and students should be directed through the main office.
- The policy also applies to the use of electronic devices by students during school excursions, camps and extra-curricular activities. It is up to the discretion of the Principal in consultation with the trip coordinator whether devices are to be taken
- The use of headphones is not permitted in class unless under the instruction of a teacher when being used for educational purposes.
- Where a student has been granted an exemption by the Principal, 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 Kerang Technical 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.

Where students bring a mobile phone to school, Kerang Technical High School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Technical High School students are required to store their phones in their locker with a lock.

Insurance

Students are responsible for all items brought to school. Please note that the Kerang Technical 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 and ensure they have a lock for their locker to secure valuables. Refer to the Department's [Personal Goods policy](#).

Enforcement

Students who use their personal mobile phones inappropriately at Kerang Technical High School may be issued with consequences consistent with our school's existing *Student Wellbeing and Engagement Policy*, the *Bullying policy* and *Electronic use Policy*.

At Kerang Technical High School inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone and any other personal mobile device:

- Using your phone without exemption
- 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
- **Tests/ SACs/ Exams - It is a breach of Department of Education examination condition to have mobile phones in the VCE exams and GAT examination centre. Disciplinary action is taken under the guidance of VCAA rules.**



First Offence.

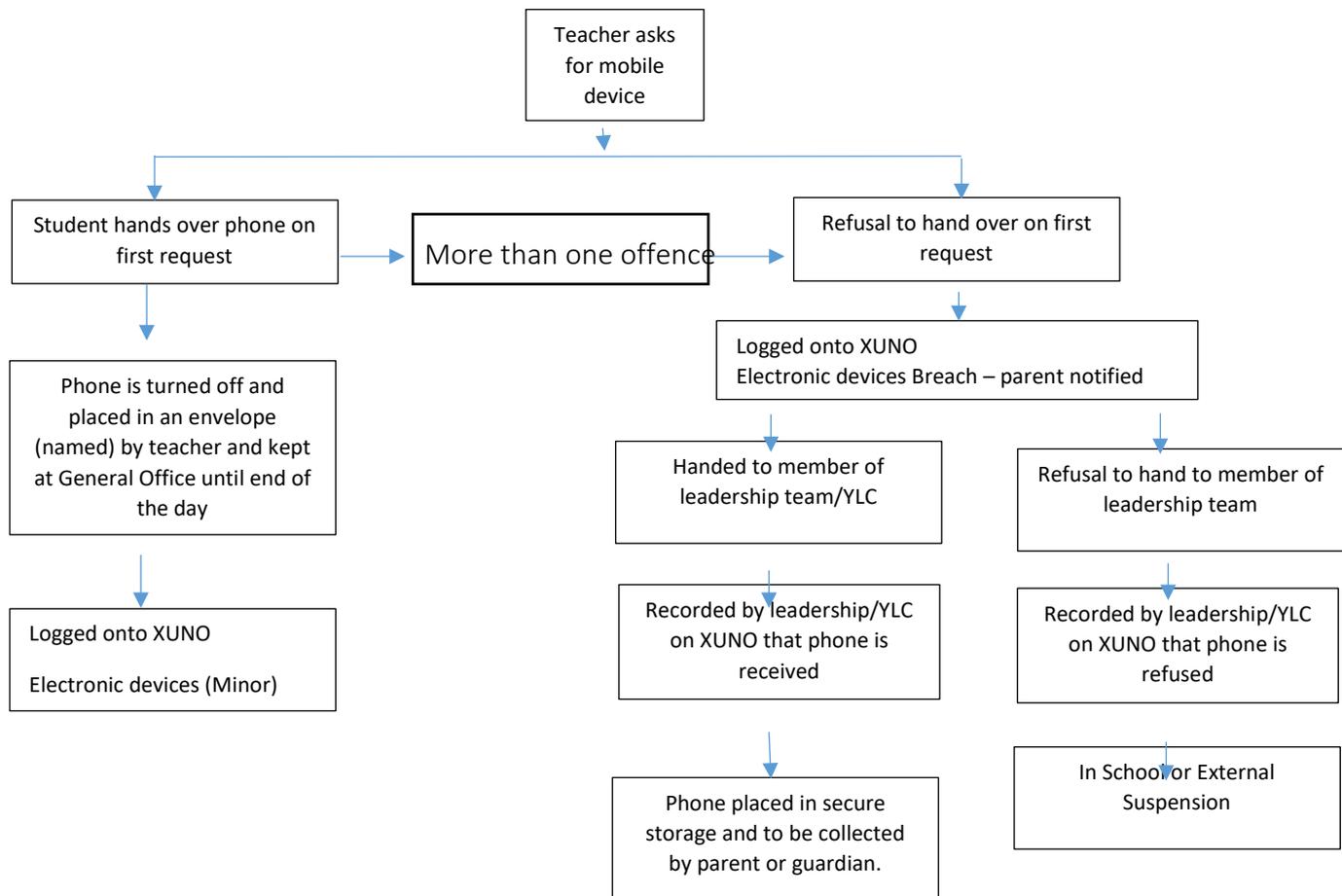
- Students in possession of, or using their mobile phones will have it confiscated and locked securely in the main office. Parents will be contacted by the YLC/Management alerting them to the offence. Students or the parent/carer can collect it at the end of the school day.
- Recorded on XUNO as an Electronic Device breach.

Repeat Offences

- Students in possession of, or using their mobile phones will have it confiscated and locked securely in the main office. Parents will be contacted alerting them to the repeated offence and a meeting will be scheduled. For the next day or until a parental meeting is conducted the student will be required to leave their phone at the front office where it will be secured in a storage locker to be collected at the end of the day.
- Recorded on XUNO as an Electronic Device breach.



Mobile Phone Policy Procedure Flow Chart.



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
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	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

Kerang Technical 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
- Wearable devices that are not cellular or Bluetooth connected.
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET out of school

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement*,
- *Code of Conduct*
- *Electronic Devices Use Policy*
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

REVIEW PERIOD

This policy was last updated in December 2019 and is scheduled for review on **[August/2022]**.