

PARKDALE SECONDARY COLLEGE

STUDENT MOBILE PHONE POLICY



POLICY DATE: 2022

REVIEW PERIOD: 2022 – 2026

APPROVED BY: The Principal – David Russell

PURPOSE

To explain to our school community the Department's and Parkdale Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours and at out of hours school events.

SCOPE

This policy applies to:

1. All students at Parkdale Secondary College 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.

POLICY

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

At Parkdale Secondary College:

- Students who choose to bring mobile phones to school must switch them off and securely store them in their locked locker between 8.35am and 3.08pm.
- When emergencies occur, parents or carers should reach their child by calling the school's 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 Parkdale Secondary College during school hours, 8.35am – 3.08pm, including lunchtime and recess

Secure storage

Mobile phones owned by students at Parkdale Secondary College are considered valuable items and are brought to school at the owner's (student 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. Please note that Parkdale 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. Refer to the Parkdale Secondary College's [Personal Property Policy](#).

Parkdale Secondary College provides every student with secure storage, in the form of a locker with a lock. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Parkdale Secondary College, students are required to store their phones in their locker. It is the student's responsibility to ensure their locker is securely locked at all times.

Exceptions

Exceptions to the policy:

- may be applied during school hours in specific circumstances.
 - Health and wellbeing-related exceptions; and
 - Exceptions related to managing risk when students are offsite.
- may be granted by the Principal in accordance with the Department's [Mobile Phones Policy](#).

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

1. Learning-related exceptions

Specific exception	Documentation
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty.	Individual Education Plan.

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition that requires monitoring by mobile phone app.	Student Medical record & Compass Flag
Students who are Young Carers	Student Wellbeing record & Compass Flag

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Specific event documentation on Compass.
Students on excursions	Specific event documentation on Compass.
When students are offsite (not on school grounds) and unsupervised with parental permission	Specific event documentation on Compass.
Students travelling to VET/TAFE/ Work placement courses at offsite locations.	Specific event documentation on Compass.

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Applying for an exception:

Exception from the [Mobile Phone Policy](#) may only be approved by a member of the Principal team.

All exceptions must be applied for in writing by the student's parent/carer.

If granted, a notification will be placed on the student's Compass profile stating the conditions of their exception. (i.e. student may check phone at recess and lunchtime when monitoring insulin levels.)

Students who breach the conditions of their exception will be issued consequences in line with any other breach of the Mobile Phone Policy.

Enforcement

Students who use their personal mobile phones inappropriately at Parkdale Secondary College may be issued with consequences consistent with our school's existing [Student Engagement and Wellbeing Policy](#).

At Parkdale Secondary College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone:

- 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

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- 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

Breach of Student Mobile Phone Policy:

Students who breach this policy are expected to give their mobile phone and full name to the staff member upon request. If the student refuses to follow the teachers instruction, the incident will be dealt with in line with the procedures listed below, in line with the Student Engagement and Wellbeing Policy – Detention Policy.

First incident:

- Teacher will take the mobile phone to the designated office for secure storage
- Students may collect their phone from the designated office at the end of the school day.
- Teacher will record a Compass chronicle recording the breach on the student's profile.

Second incident:

- Teacher will take the mobile phone to the designated office for secure storage
- Students may collect their phone from the designated office at the end of the school day.
- Teacher will record a Compass chronicle recording the breach on the student's profile.
- Student will be placed on a School Detention for breach of school rules (Student Engagement & Wellbeing Policy)

Further incidents:

- Students who receive more than two Compass chronicles for breach of the Mobile Phone Policy will be automatically flagged via a notification to the Year Level Coordinators.
- Students will be given a Principals Detention.
- Parents will be contacted.

Camps, excursions and extracurricular activities

Parkdale Secondary College will provide students and their parents and carers with information about items that can or cannot be brought to camps, special activities and events, including personal mobile phones. This information will be communicated in the specific event details on Compass

RELATED POLICIES AND RESOURCES

- [Insert links to your school's relevant policies e.g. *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying etc.*]
- [Mobile Phones – Department Policy](#)
- [\[the below are optional references to Department policy\]](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

EVALUATION

The School Improvement Team will be responsible for the review of this policy.