

SAF010 MOBILE PHONES – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy please contact Tyrrell College, 03 5070 2106.

PURPOSE

To explain to our school community the Department's and Tyrrell College 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 Tyrrell 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

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

At Tyrrell 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 should reach their child by calling the school's office.

Personal mobile phone use

In accordance with the Department's [Mobile Phones – Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Tyrrell 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

Mobile devices owned by students at Tyrrell College 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. Please note that Tyrrell 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, Tyrrell College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Tyrrell College students are required to store their phones in storage provided.

Enforcement

Students who use their personal mobile phones inappropriately at Tyrrell College will be dealt with using the following process:

1. Step One

Where a student has not secured their mobile phone in the secure storage provided, any staff member can instruct the student to secure the device immediately.

2. Step Two

Where the student refuses to follow the staff member's instructions immediately a principal class officer will be notified by the staff member of the student's failure to follow a reasonable instruction. The principal class officer will instruct the student to secure their mobile phone in the storage provided. If the student refuses to follow this instruction the Parent/Guardian will be informed, and the next refusal will be suspension.

3. Step Three

Where the student repeats failing to secure their mobile phone in the assigned secure storage provided, a second time, the Parent/Guardian will be informed, and the student will receive a suspension for not following Tyrrell College rule and procedures.

These offences will carry over the course of a calendar year.

At Tyrrell 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
- 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

Exceptions

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 — 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	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

Tyrrell 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

- Travelling to and from school
- iPads and all other personal devices

RELATED POLICIES 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	May 2023
Consultation	School Council May 2023
Approved by	Principal
Next scheduled review date	May 2027