



# **Williamstown High School**

## **Mobile Phone Policy**

## Mobile Phone Policy

<b>Review cycle</b>	3 to 4 years
<b>Department of Education and Training DET requirement for local policy</b>	Mandatory
<b>Source of requirement</b>	DET Policy
<b>Consultation requirement</b>	Recommended with School Council
<b>Approval requirements</b>	Principal
<b>Developed/Approved</b>	01/07/2023
<b>Due for review</b>	01/07/2026

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## 1. Rationale

Williamstown High School understands that students may bring a personal mobile phone and/or wireless earbuds to school, particularly if they are travelling independently to and from school.

At Williamstown High School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their lockers during school hours.
- Students who have earbuds must have them stored away during class time and any other times as directed by staff.

Exceptions to this policy may be applied if certain conditions are met (see below for further information)

When emergencies occur, parents and guardians should reach their child by calling the Reception.

This policy applies to:

1. All students at Williamstown High School and,
2. Students' personal mobile phones and earbuds brought onto school premises during school hours, including recess and lunchtime.

## 2. Purpose

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

## 3. Implementation

### **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 Williamstown High School 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.

### **Parent/carer contact with their child during the school day**

Parent/carers are asked to contact Reception if they wish to contact their child their child rather than calling or sending a text message during school hours.

### **Contact with parent/guardian if child is feeling unwell during the school day:**

If a student is unwell they should follow normal procedures, seek permission to go to the sick bay and Reception staff will contact the parent / guardian, if required.

### **Secure storage**

Mobile phones and devices owned by students at Williamstown 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.

Please note that the school does not have accident insurance for accidental property damage or theft. Students and their parent/carer/s are encouraged to obtain appropriate insurance for valuable items. Refer to the Personal Accident and Insurance Policy on our school website.

Where students bring a mobile phone to school, the school provides secure storage in the form of a student locker and school approved combination lock. Secure storage is storage that cannot be readily accessed by those without permission to do so.

### **Enforcement**

Students who use their personal mobile phones inappropriately at school may be issued with consequences consistent with our school's existing Student Engagement and Wellbeing Policy and the Bullying Prevention Policy.

At 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:

- 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/staff 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 formal assessment procedures (eg: VCAA exams, NAPLAN, SACs, Semester Exams, other formal assessments) students:
  - Must not bring a mobile phone to the assessment venue. If a student does bring a mobile phone to the assessment venue the student is required to give their mobile phone to a supervising staff member for the duration of the assessment procedure.

## **4. Specific procedures**

### **School procedure for inappropriate use of mobile phone:**

Students who use their mobile phone inappropriately at school will be dealt with in accordance with the school's Student Wellbeing and Engagement and Bullying Prevention policies. This may involve a mobile phone being securely stored, inaccessible to the student until arranged collection.

During this time, the mobile telephone will be stored securely at school and returned, as arranged, ie. at the end of the day, after a meeting with the student and parent/guardian and/or relevant school member if necessary. Whilst every care is taken for a mobile phone whilst in secure storage, the school assumes no responsibility for any alleged damage to the mobile phone whilst there.

### 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 Principal Class, 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
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
Possible exceptions: -Travelling to and from excursions -when on excursions/camps	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**

The school provides students and their parents/carers with information about items that can or cannot be brought to camps, excursions and events, including personal mobile phones.

### **Exclusions**

This policy does not apply to:

- Travelling to and from school
- Wearable devices (excluding wireless earbuds)
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience, Immersion
- Students who are undertaking VET

## **5. Evaluation and Review**

Each 3-4 years

## **6. Definitions and References**

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.”

*Wireless earbuds* that are able to connect to a mobile device wirelessly.

Related policies

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)
- Student Engagement and Wellbeing Policy
- Inclusion and Diversity Policy
- [Bullying Prevention Policy](#)

## **7. Consultative process**

This policy will be communicated to our school community in the following ways:

- Available on the school’s website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request