



# MOBILE PHONE POLICY

## CONTEXT

The school recognises that mobile phones are popular and that there are times when it is genuinely appropriate and useful for students to have access to mobile phones – for travel, to contact parents in emergencies outside of school hours, or to confirm or change a collection time. However, their place at school can often pose a distraction to learning or expose students to harmful content.

This policy has been written in accordance with the Ministerial policy formally issued by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006 (Vic).

The Policy for mobile phones also applies to students during school excursions, incursions, camps and extra-curricular activities. Students and their parents or guardians are asked to read and familiarise themselves with this Policy if students intend to bring mobile phones to school.

## SCOPE

This policy applies to:

1. All students at Taylors Lakes Secondary College, including external VET students; and
2. Students' mobile phones brought onto the school premises during school hours, including recess and lunchtime (8.50am – 3.00pm).

## DEFINITIONS

For the purpose of this policy, “mobile phone” refers to mobile phones and “electronic devices” refer to any device that may have a similar functionality to a mobile phone such as smart watches, iPad or netbook.

## POLICY

1. Mobile phones are prohibited from being used, either in the classroom or the school yard, between 8.50am and 3.00pm (once students have left the classroom).
2. Should a student bring a mobile phone to school, it is to remain secured in the student's locker at ALL times between 8.50am and 3.00pm.
3. Any other electronic device may be confiscated and consequences issued in line with this policy if used during the school day for purposes that do not align directly with learning.
4. Failure to comply with the guidelines set out in this policy will result in the alleged incident being referred to the Year Level Leaders/Sub-School Leaders/Principal Class (as appropriate) for investigation and consequences. In such cases, the parent or guardian will be notified.

**Enforcement:**

1. Non-observance or breaches of these rules will result in the mobile phone being confiscated. No warnings will be issued. If the mobile phone is seen, it will be confiscated by the classroom teacher and handed in to the Student Wellbeing and Management Support Officer in the Year Level Leaders' office for storage until the end of the day. Year Level Leaders/Sub-School Leaders/Assistant Principals will be notified via Compass.
2. If the mobile phone is confiscated, the student will need to collect it from the Student Wellbeing and Management Support Officer (located in the Student Support Centre) at the end of the day only.
3. The second time a mobile phone is confiscated in a term will result in an after-school detention being issued (from 3.05 – 3.45pm)
4. If a student refuses to submit their phone they will be issued a Principal Class (Extended) detention from 3.05-4.30pm. If the student has the phone present in class and refuses to submit this to the teacher, they will be immediately exited from the learning environment to attend to a member of the Principal Class.
5. Headphones can only be used in class when a teacher allows them to support student learning. They are not to be used in the school yard (unless the student has an exemption from the Principal). This pertains to wearing them even when not switched on.
6. Headphones sighted outside of the classroom or where a teacher has not given direct permission for use will be confiscated in line with mobile phones.
7. If a student is continually found to breach this policy, it will result in their mobile phone being surrendered to the Sub-school /AP/Principal office for storage every day, during school hours, for an extended period of time.

**Leaving early due to illness or any other reason:**

Any student who is feeling unwell at school and needs to go home must arrange this through the school nurse. Any student wanting to leave school early for another reason should see a member of the Sub-school team or Principal Class who will contact their parent. Students may not use their mobile phone to contact home when feeling unwell. Any arrangements to leave school must be made through the school nurse. If a parent attends to the school to pick up their child who has contacted them via a personal device, the student is in breach of this policy and will be issued consequences in line with this policy.

**Additional information:**

1. Mobile phones must not be used to send, screenshot or forward harassing, threatening or inappropriate messages or make harassing, threatening or inappropriate calls. In some cases it can constitute criminal behaviour. Students and parents are reminded that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The sending or forwarding of harassing, threatening or inappropriate messages or placing of harassing, threatening or inappropriate calls will be followed up by Year Level Leaders/Sub-School Leaders/ Principal Class (as appropriate) and a consequence may be issued, the matter may be referred to parents, or the College may advise that families pursue it with an external organisation such as Victoria Police.

2. Mobile phones must not be used to take photos/video of any other student or teacher. It is also prohibited to upload photos and/or video of other students and teachers to social media or send/ email photos or videos to others, especially if doing so would embarrass, humiliate or cause discomfort to the subject of the photo and/or video under any circumstances. If a student films or takes photos in the yard, their mobile phone will be confiscated and will be followed up by Year Level Leaders/Sub-School Leaders/Principal Class (as appropriate) and a consequence will be issued, the matter may be referred to parents, or the College may advise that families pursue it with an external organisation such as Victoria Police.
3. Further, students are prohibited from filming or distributing events such as fights, altercations or other criminal activity. Doing so will result in the student's mobile phone being confiscated and the matter being referred to Year Level Leaders/Sub-School Leaders/Principal Class (as appropriate) and a consequence issued. The matter may also be referred to Victoria Police if it is deemed to be appropriate.
4. Mobile phones must not be used in spaces where a person can reasonably expect privacy, for example changing rooms, toilets, gym and swimming pools.
5. Mobile phones must not be used to access, distribute or show inappropriate or illegal material. Doing so will result in the matter being referred to Year Level Leaders/Sub-School Leaders/Principal Class (as appropriate) and a suspension issued. The matter may also be referred to Victoria Police if it is deemed to be appropriate.

**Exceptions:**

Exceptions to the policy can be granted by the Principal, in accordance with the Department's Mobile Phones Policy.

**Disclaimer:**

Mobile phones brought to and kept at school, are done so entirely at their owner's risk. The school will not accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from the use of these devices. Parents and students should recognise that mobile phones are a target for theft and, accordingly, they should always be in the student's locker. It is the responsibility of the student to ensure the locker is secured with a padlock. Parents and students should ensure that mobile phones are properly and adequately insured as personal property.

**REVIEW PERIOD**

This policy was last updated in July 2024 and is scheduled for review in July 2027.