

School-Based Procedures for Student Mobile Phone Use

1. Introduction

The Department of Education's [Student Mobile Phones in Public Schools Policy](#) bans students from using mobile phones from the time they enter school grounds to the conclusion of the school day.

This includes smart watches and listening accessories, such as headphones and earbuds. Research shows that the mere presence of mobile phone (e.g. on the student's desk) is a distraction.

The Department of Education's [Student Mobile Phones in Public Schools Policy](#) supports staff and students to:

- reduce the potential for learning distraction.
- protect the privacy of staff and students.
- improve health and wellbeing.
- reduce the chance of students bringing external issues to school through technology.

The management of mobile phones in the classroom setting is primarily considered to be a classroom management issue and failure to comply with the college's procedures for student mobile phone use is regarded in the same way as any other breach of classroom behaviour standards.

Refer to the college's *Positive Behaviour Support Guidelines*

2. School-Based Procedures

- 2.1 From the commencement of **Period 1 until the end of Period 5** (bell to bell), mobile phones must be switched off or on flight mode and out of sight whilst on college grounds, this includes recess and lunchtime breaks.
- 2.2 Under **NO** circumstances may students use their mobile phone to contact home and arrange to leave the college. Any student who is feeling unwell, must report to Student Services in the first instance with teacher permission or during break times.
- 2.3 Students must always exit the college through the front office.
- 2.4 Where parent/guardians need to contact their children urgently during the college day they contact the college on (08) 9523 3600.
- 2.5 If a mobile phone is brought to the College, students need to ensure that it is always stored safely in their bag.
- 2.6 The College accepts no responsibility for mobile phones that are brought to school and undertakes no responsibility to investigate their damage, misplacement, loss, or theft.

3. Establishing Classroom Expectations

Teachers support the Department of Education's *Student Mobile Phones in Public Schools Policy* by establishing clear classroom expectations regarding mobile phones is essential to create a conducive learning environment.

They do this by:

- **Communicating Expectations:** Clearly communicate the Off and Away All Day mobile phone policy to students. Be explicit about expectations and the consequences for non-compliance.
- **Explaining the Why:** Help students understand the reasons behind the policy. Explain how mobile phone use can distract them and others, hinder learning, and disrupt the class. Encourage them to be present and engaged in the learning process.

- **Model Behaviour:** Lead by example. Avoid using your mobile phone during class time unless it's directly related to the lesson. Students are more likely to respect the policy if they see you adhering to it as well.
- **Using Positive Reinforcement:** Acknowledge and praise students who consistently follow the mobile phone policy. Positive reinforcement can be a powerful motivator for good behaviour.
- **Consistently Enforcing the Mobile Phone Rules:** Be consistent in enforcing the rules around mobile phones and accessories. Address mobile phone misuse promptly and apply the agreed-upon consequences consistently. This consistency helps students understand the seriousness of the expectations.

By setting clear expectations and explaining the rationale behind them, teachers can help students understand the purpose of the Department of Education's [Student Mobile Phones in Public Schools Policy](#).

4. Inappropriate Use of Mobile Devices

- 4.1 Under NO circumstances are students permitted to:
 - Photograph or film other individuals without their consent.
 - Download and/or display inappropriate material including pornographic image
 - Send harassing or threatening text messages (SMS) or multimedia messaging (MMS) messages.
 - Use a mobile phone to cheat during assessment.
- 4.2 Such behaviour is considered to be a serious breach of school discipline and a suspension imposed as per the *BSC Positive Behaviour Support Guidelines*.
- 4.3 As per the [Minister's Statement on School Violence 2018](#), students who decide to film a fight rather than seek help will automatically be suspended for a minimum of three days.

5. Headphones

The college supplies headphones for specific activities when and where required, therefore personal headphones are banned.

6. Emergency Situations

- 6.1 In the event of an emergency students are not to use their mobile phones to photograph or record events, send text messages, or make phone calls without the prior consent of a teacher.
- 6.2 Any student who uses their mobile phone without the prior consent of a teacher during an emergency situation will be deemed to have committed a serious breach of college discipline.

7. College Wireless Network

- 7.1 Students are **not permitted** to connect to the college's wireless network using their mobile phone.
- 7.2 Students are not permitted to **connect their devices to a hotspot** or use the **Air Drop** feature on their device.

8. Confiscation Process

- 8.1 If a student is found using an electronic device (such as a mobile phone or earbuds), it will be confiscated immediately without warning.
 - 8.1.1 In the classroom, the Teacher is responsible for confiscating devices.
 - 8.1.2 In the yard, all staff members—including Teachers, Education Assistants, Administration Staff, and Support Officers are responsible for confiscating devices.
- 8.2 The device will be confiscated, labelled with the student's name, sealed in an envelope, and then

delivered to Student Services.

- 8.2.1 In the event that the staff member is teaching, they will need to coordinate with their Curriculum Team Leader to deliver the phone to Student Services.
- 8.2.2 In the event that the Curriculum Team Leader is teaching, they will need to coordinate with the relevant Student Services Manager to deliver the phone to Student Services.
- 8.2.3 A student must not be allowed to deliver any confiscated items.
- 8.2.4 The person who confiscates the item must notify the parent/caregiver as soon as possible on the day of confiscation.
- 8.3 The name of the student will be recorded by the Student Services receptionist on Chronicle to track any breaches of this policy.
- 8.4 For the first offence, the student can collect the item from the Student Services Office at 2:40pm.
- 8.5 If the student fails to comply with the staff member's request, the matter will be followed up by the relevant Curriculum Team Leader or Student Services Manager, and a logical consequence will be issued. As a result of the student's non-compliance, their Good Standing status will be revoked.
 - 8.5.1 In the classroom, the matter will be reported to the Curriculum Team Leader who will confiscate the students phone and deliver it to Student Services for collection by a parent or guardian.
 - 8.5.2 In the yard, the matter will be reported to the Student Services Manager who will confiscate the students phone and deliver it to Student Services for collection by a parent or guardian.
- 8.6 If the student refuses to hand the item over to the Curriculum Team Leader or Student Services Manager the matter is to be referred to the relevant Deputy Principal (based on cohort) and an appropriate consequence will be issued.
- 8.7 For second and subsequent offenses, the parent or guardian will be asked to collect the phone from the Student Services.
- 8.8 Breaches of the mobile phone procedures for student mobile phone use will be recorded and monitored, with the record being reset at the commencement of each term.