



Canterbury Girls'  
SECONDARY COLLEGE

## MOBILE PHONES POLICY- STUDENT USE

### RATIONALE

To explain to our school community, the Department of Education and Training and Canterbury Girls' Secondary College's policy requirements and expectations relating to students using mobile phones during school hours. This policy applies to all students at Canterbury Girls' Secondary College and students' personal mobile phones 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.

### GUIDELINES

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

At Canterbury Girls' Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their lockers during school hours
- Bluetooth headphones must also be stored in lockers 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. A message will be conveyed to the student. If the emergency is serious a member of the leadership team may also speak with the student.

# IMPLEMENTATION

## Personal mobile phone use

3.1 In accordance with the Department of Education and Training's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Canterbury Girls' Secondary College during school hours, including lunchtime and recess, unless an exception has been granted.

3.2 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

3.3 Mobile phones owned by students at Canterbury Girls' Secondary College are considered valuable items and are brought to school at the owner'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 Canterbury Girls' 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.

3.4 Where students bring a mobile phone to school, Canterbury Girls' Secondary College will provide secure storage in the form of student lockers. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Canterbury Girls' Secondary College students are required to store their phones in a locked locker. Students are able to provide their own lock or purchase one at the General Office. Year 7 students are provided with a lock at the beginning of the year.

## Enforcement

3.5 Students who use their personal mobile phones inappropriately at Canterbury Girls' Secondary College will be issued with consequences consistent with our school's Student Wellbeing and Engagement policy

3.6 At Canterbury Girls' 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
- 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

3.7 Consequences for inappropriate use of mobile phones will include:

1. Confiscation for a first offence and given by the teacher to the General Office for storage in the safe. The mobile phone and/or bluetooth headphone can be collected at the end of the day from one of the principal team.
2. Detention and confiscation of the mobile phone and/or Bluetooth headphone for a second offense. The teacher will hand the mobile phone and/Bluetooth headphone to the General Office for storage in the safe. The mobile phone can be collected at the end of the day from one of the principal team.
3. Repeated breaches of this policy may result in the student not being allowed to bring their mobile phone to school.

## Exceptions

3.8 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 Policy](#).

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

### *1. Learning-related exceptions*

Specific exception	Purpose	Documentation
For specific learning activities (class-based exception)	To support the teaching and learning program	Unit of work, learning sequence, where the teacher advises students in advance and completes the request form and it is approved by one of the Assistant Principals at least 5 days prior.
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	To support a student's learning	Individual Learning Plan and documentation from a medical professional.

### *2. Health and wellbeing-related exceptions*

Specific exception	Purpose	Documentation
Students with a health condition	To assist with their health	Student Health Support Plan and documentation from medical professional.

### *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	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.

### Exclusions

3.9 This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Wearable devices, however all notifications must be switched off
- All other personal devices
- Students undertaking workplace learning activities, e.g. work experience

## RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement Policy
- Behaviour Management Policy
- Mobile Phones – Department Policy
- Ban, Search and Seize Harmful Items
- Personal Goods – Department policy

## REVIEW PERIOD

This policy was last updated on November 2019 and is scheduled for review on November 2022.

## Permission to use mobile phone

Teacher:

Class:

Subject:

Date and period:

Reason for requesting students have a mobile phone in class

Approved:

Date:

Date submitted:

Date of class:

Approved: Yes/No

Approved by: