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Portfolio	Pastoral Wellbeing
Approved by	Leadership
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MOBILE PHONE AND SMART DEVICE POLICY

RATIONALE/PURPOSE

Catholic College Wodonga has developed their Mobile Phone and Smart Device Policy based on current research, in consultation with stakeholders (staff, students, parents/carers) and in line with Department of Education Victoria 2020 guidelines. The policy aims to uphold the dignity of the individual whilst providing a safe environment to learn and interact with each other without inappropriate usage (including cyber bullying).

This document will explain the College's requirements and expectations relating to students using mobile phones and smart devices during school hours.

DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. A smart device is an electronic device, generally connected to other devices or networks via different wireless protocols such as a Smart Watch, wireless EarPods/headphones and fitness tracking device.

POLICY

Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Mobile phones brought to the College are at the owner's (student's or parent/carer's) risk. Catholic College Wodonga 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.

The College does however understand that students may need to bring a mobile phone to school, particularly if they are travelling independently to and from school, for co-curricular activities and for other personal, medical, or family reasons.

Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker. It is each student's responsibility to maintain and use a fully functioning padlock on their locker.

Mobile phones are not to be used during the school day (8.57am to 3.15pm). This means students are not permitted to take their mobile phones to class, use them during break time and are not permitted to carry them in person for the school day. Smart devices must have their notifications turned off.

PROCEDURES

- Students are to switch their phones off for the duration of the school day (8.57am until 3.15pm)
- Mobile phones are to be stored in a secure school provided locker. Lockers must be locked at all times.
- Mobile phones are not to be carried on the individual during the day unless a specific exemption is given – *refer below*.
- Smart watches must not be receiving notifications during the day.
- Mobile phones seen or used during the day will be collected and stored securely at the Student Services Centre until the end of the day. A request for phone collection can be made by any staff member of Catholic College Wodonga to a member of the Executive Team.

Students at Catholic College who use their personal mobile phones inappropriately at the College will be issued with a Staged Response and consequences consistent with our College's Code of Conduct - Shared Behaviour Expectations.

- Parents/Caregivers will receive a text to advise of the collection status (first, second, etc incident)
- First response in a year will be handed to the student at the end of the day.
- Second response (or more) in a year will require a Parent/Caregiver to collect the mobile phone from the Student Services Office (3.15pm to 4.30pm). This will be in consultation with the Learning Community Leader or delegate.
- Third response in a year will additionally result in an after-school detention.
- Fourth response in a year – failure to follow the Mobile Phone and Smart Device policy will result in the student having their phone stored securely in Student Services for a week at a time. This will also require a Student Support Group meeting to be held with a Behaviour Support Plan to be developed.
- Student refusal or defiance to hand in a phone will result in an after-school detention.

Further information about the Mobile Phone and Smart Device processes are:

- Families can contact a student through the front student administration office during the day.
- Students will be able to use the landlines provided in Student Services to contact family members or when required.
- Students who require access to their phones for reasons other than stated in the Exceptions will engage in a Student Support Group Meeting to establish procedures that will be communicated to relevant stakeholders and on SIMON.
- Purchases at the canteen can only be made with cash or cards.
- Camps, excursions and extracurricular activities - Catholic College Wodonga 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.

This policy does not apply to:

- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience

EXCEPTIONS

There will be circumstances in which a teacher and a student may apply to the Executive Team for an exception from this policy on the basis of learning, safety and/or wellbeing requirements particular to that student. The below exceptions can be applied for:

1. LEARNING-RELATED EXCEPTIONS

Specific Exception	Documentation	Approval By
For specific learning activities (class-based exception)	Unit of work, learning outcome	Principal or Deputy Principal, Learning and Teaching
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty.	Individual Learning Plan, Specialised Learning Plan.	Principal or Deputy Principal, Learning and Teaching or Director of Diverse Learning

2. HEALTH AND WELLBEING-RELATED EXCEPTIONS

Specific Exception	Documentation	Approval by
Students with health conditions	Student Health Support Plan	Principal or Deputy Principal, Staff and Operations
Students who are young carers	A student record / notes provided	Principal or Deputy Principal, Staff and Operations

3. EXCEPTIONS RELATED TO MANAGING RISK WHEN STUDENTS ARE OFFSITE

Specific exception	Documentation	Approval by
Travelling to and from excursions	Risk assessment planning documentation Part of the curriculum	Principal or Deputy Principal/s,
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning and forward planning recommendation	Principal or Deputy Principal/s
Students with a dual enrolment or in need of special consideration	Memorandum of Understanding (ie. VET or VCAL)	Principal or Deputy Principal/s,

Where an exception is granted, the student can only use the mobile phone for the purpose for which it is granted.

RELATED POLICIES AND RESOURCES

Bullying Prevention & Intervention Policy
Cyber Safety Policy
ICT Usage Policy
Social Media Policy
Student Photographs and Privacy Policy