



### PURPOSE

To outline to the school community the Department of Education's and Portland Secondary College's policy requirements and expectations relating to students using mobile phones during school hours.

### SCOPE

This policy applies to all students of the Portland Secondary College Community.

### DEFINITIONS

For the purpose of this policy, 'mobile phone' refers to mobile phones and any device such which has similar functionality to a mobile phone, such as iPods.

### POLICY

#### **Students are requested not to bring their mobile phone to school.**

Any student who does bring their mobile phone to school must have the phone switched off and securely stored in their locked locker during school hours and they must not be used during school hours including lunchtime and recess and at the end of the day until the student has vacated school property unless an exemption has been granted. Students are not permitted to carry their phones with them during the day.

Where a student has been granted an exemption, the student must use their mobile phone for the purpose for which the exemption was granted, and in a safe, ethical and responsible manner.

Requests for exemption must be submitted in writing to the Sub-School Assistant Principal and must meet the exemption guidelines outlined below.

Exceptions may be granted for specific learning activities, to students for whom a reasonable adjustment to a learning program is needed because of a disability and/or learning difficulty, for students with a physical health condition, for students who are Young Carers, for students on or travelling to and from camps and excursions and for students who have a dual enrolment and who undertake intercampus travel.

Mobile phones are considered valuable items and are brought to school at the owner's risk. The College accepts no liability in cases where phones are mislaid or stolen as the College does not have accident insurance for accidental property damage or theft and students have been requested to leave their mobile device at home.

Teachers are requested to confiscate any mobile phones seen at school in school hours.

Students are to be allowed to turn off their phones before handing them to the teacher but may not remove the sim card or memory card. Confiscated phones should be named and handed in at the General Office for placement in the General Office safe and the incident will be recorded

Parents may pick up confiscated mobiles from the General Office after 3.30pm where they will be handed a copy of this policy.

Each confiscation of the mobile phone will be recorded. If mobile phones are confiscated for a fourth time, they will be retained for a week.



Refusing to hand a mobile phone to teachers when asked will be treated as defiance and students will be suspended and their parents contacted to collect the student from school. If the defiance occurs prior to lunchtime the suspension will take effect immediately as long as parents can be contacted to collect their child. In all other circumstances the suspension will occur the next day.

### RELATED POLICIES, GUIDELINES AND RESOURCES

- [Privacy Policy](#)
- [Communication Policy](#)

### REQUIRED METHOD OF COMMUNICATION

- Annual communication via Newsletter

### REVIEW CYCLE

DATE	VERSION	RATIFIED BY	NEXT REVIEW
Aug 2020	2	Portland Secondary College School Council	Aug 2022