

Alkira Secondary College

MOBILE PHONE POLICY



Help for non-English speakers

If you need help to understand this policy, please contact the school directly

PURPOSE

To explain to our school community the Department's and Alkira Secondary College policy requirements and expectations relating to students using mobile phones and other personal mobile devices, such as smart watches etc. during school hours.

SCOPE

This policy applies to:

1. All students at Alkira Secondary College and,
2. Students' personal mobile phones and other personal mobile devices e.g. smartwatches

DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches. The College will also consider the use of student air pods or equivalent during school hours as a breach of the College's mobile phone policy.

POLICY

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

At Alkira Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours in their locker
- 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. This also refers to students who wish to contact their parent/guardian in an emergency – that they may also reach their parent/guardian by attending one of the College staffed administration offices and speaking with a member of the school administration team.
- The College will also consider the use of student air pods or equivalent during school hours as a breach of the College's mobile phone policy.

Personal mobile phone use

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

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

Mobile phones owned by students at Alkira Secondary College are considered valuable items and are brought to school at the owner's (student's or parent/carer'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 Alkira 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. Refer to the Department's [Claims for Property Damage and Medical Expenses policy](#)

Where students bring a mobile phone to school, Alkira Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Alkira Secondary College students are required to store their phones in their lockers from the first homegroup/session of the day until the last session of the day. The College provides all students upon enrolment with a college owned combination lock that they are responsible for using at all times to lock their locker.

Enforcement

At Alkira College, inappropriate use of mobile phones is **any use during school class hours** (unless an exception has been granted), and particularly the use of a mobile phone which:

- Used in any way disrupts the learning of others.
- Used to send inappropriate, harassing or threatening messages or phone calls to engage in inappropriate social media use including cyber bullying.
- Used to capture video or images of people, including students, teachers and members of the school community without their permission.
- Used to capture video or images in the school toilets, changing rooms and all other learning spaces
- Used during exams and assessments

Students who use their personal mobile phones inappropriately at Alkira Secondary College will be issued with consequences consistent with our school's management strategies. *It is worth noting that staff and students were included in the formation of our enforcement system.* Alkira Secondary College's enforcement of this policy will comply with the Department's *Ban, Search and Seize Harmful Items Policy*, relating to 'other items', which states that staff ... ***"should instruct the student to hand over the item(s) and if the student refuses to hand over the items, implement the relevant disciplinary provision within the student code of conduct."***

Exceptions

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 — Student Use Policy](#).

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

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

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 and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	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.

Camps, excursions and extracurricular activities

Alkira Secondary College 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. The College will determine this in line with Risk Assessment Planning documentation, on a case-by-case basis.

Alkira Secondary College 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.

Exclusions

This policy does not apply to

- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET offsite

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Discussed at annual staff briefings/meetings
- Included in transition / enrolment interviews as part of the College student/parent enrolment
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

[Mobile Phones — Student Use Policy](#)

[Weapons — Banning, Searching and Seizing Harmful Items](#)

[Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2024
Approved by	Principal
Next scheduled review date	November 2026