



NUMURKAH SECONDARY COLLEGE

MOBILE PHONE and DEVICE (STUDENT USE) POLICY

Responsible for Review	School Leadership
Policy last reviewed	June 2023
Consultation	School Leadership and School council
Approved by	Principal
Next scheduled review date	June 2026

PURPOSE

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

SCOPE

This policy applies to:

1. All students at Numurkah Secondary College and,
2. Students' personal mobile phones and other personal mobile devices (PMDs) brought onto school premises during school hours, including recess and lunchtime.

Personal Mobile Devices (PMDs) will be defined by the Principal. Examples include mobile phones, iPads, gaming devices, watches etc. It is necessary, for school administrators, teachers, students and parents to take steps to ensure that PMDs are used responsibly, as per the DET guidelines.

POLICY

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

At Numurkah Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored 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.

Personal mobile phone use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Numurkah 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

Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so and this has been approved by leadership. Mobile phones owned by students at Numurkah Secondary College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk, and are not covered by accident insurance held by Numurkah Secondary College. Refer to the Numurkah Secondary College's Personal Property Policy AND/OR the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Numurkah Secondary College will provide secure storage. Numurkah Secondary College students are required to store their phones in their secure lockers provided or at the school office.

Acceptable Uses

- Students may use their PMDs before or after school (before 8.55am and after 3.20pm).
- If parents need to contact their child, they are reminded that in all cases, the school office remains the first point of contact.

Enforcement

Students who use their personal mobile devices inappropriately at Numurkah Secondary College may be issued with consequences consistent with our school's existing *Student Wellbeing and Engagement Policy*.

Unacceptable Uses

- Students are not to use PMDs during school times (8.55am - 3.20pm)

If a student is carrying their phone during school times:

1. In the first instance students will be provided with the opportunity to hand over their device during Homegroup, and it will be returned at the end of the day.
2. In the second instance, the student will be asked to turn phone off and hand to staff member, the phone will be handed into the office and a parent or guardian will need to collect it.
3. In the third instance, the student will be asked to turn phone off and hand in, this will result in the student being externally suspended due to ongoing failure to comply with Department of Education requirements when a student is on Government School grounds.

Refusal to hand over the phone:

1. In the first instance student will be sent home and a parent will be rung and let know of refusal to comply with policy. A discussion with parent re: phone not coming to school the next day.
2. In the second instance this will result in the student being externally suspended due to ongoing failure to comply with Department of Education requirements when a student is on Government School grounds.

It should be noted that it is a criminal offence to use a mobile device phone to menace, harass or offend another person/s, or to capture their image without their permission. Should such incidents occur, the school will consider it appropriate to involve the police.

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - 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	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

Numurkah 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

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school

RELATED POLICIES AND FURTHER INFORMATION

- *Student Wellbeing and Engagement,*
- *Personal Property*
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)