



Mobile Phone Policy

Truganina College



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Truganina P-9 College on 03 9368 9800 or truganina.p9.co@education.vic.gov.au.

This policy reflects the DET School Policy Advisory Guide including school community consultation.

PURPOSE

To explain to our school community the Department’s and Truganina College’s policy requirements and expectations relating to students using mobile phones during school hours.

SCOPE

This policy applies to:

- all students at Truganina College
- students’ personal mobile phones brought onto school premises during school hours, including recess and lunchtime
- students’ smart devices/technologies brought to school

DEFINITIONS

For the purpose of this policy, mobile phone refers to mobile phones and any other personal device with access to a cellular (telecommunication) system, with or without a physical connection to a network that may have similar functionality to a mobile phone or SIM Card capable iPad, and/or smart watches.

POLICY

Truganina P- 9 College understands that students may bring a personal mobile phone to school, particularly if they are traveling independently to and from school.

At Truganina P- 9 College:

- students who choose to bring mobile phones to school must have them switched off and securely stored in a Yondr pouch as provided by the College
- students who bring other personal mobile devices such as smart devices/technologies and iPads to school must have notifications turned off during school hours

School Name: Truganina College	Policy name: Mobile Phone Policy	Date: May 20, 2024 [Month, Day, Year]	Policy Ref. Number: 3.1 (a) (ii) 4. Mobile Phones Policy	
Owner: L. Francis [APPROVER]	Approved by: S. Toqeer [APPROVER]	Review date: May 2025	Version 1.0	Page 1 of 5

- exceptions to this policy may be applied if certain conditions are met (see below for further information)
- when emergencies occur, families should reach their child by calling the College.

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 Truganina 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 Truganina College are considered valuable items and are brought to school at the owner’s (student’s or families) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Truganina College does not have accident insurance for accidental property damage or theft. Students and their families are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone and other personal mobile devices to school, Truganina College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Truganina College students are required to store their phones in a registered Yondr pouch, which they can lock and unlock at accessible exit and entry points to the College.

Enforcement

At Truganina 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 a way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages and phone calls
- to engage in inappropriate social media use including cyberbullying
- 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 assessments

School Name: Truganina College	Policy name: Mobile Phone Policy	Date: May 20, 2024 (Month, Day, Year)	Policy Ref. Number: 3.1 (a) (ii) 4. Mobile Phones Policy	
Owner: L. Francis [APPROVER]	Approved by: S. Toqeer [APPROVER]	Review date: May 2025	Version 1.0	Page 2 of 5

Students may be issued with consequences consistent with the Department’s Policy and our College’s existing Student Wellbeing and Engagement, and the Bullying Prevention Policy.

Students who do not switch off and securely store their mobile phone and other personal mobile devices in a Yondr pouch at Truganina College will be in breach of the policy and will be asked to hand over their mobile phone and/or personal mobile device. The mobile phone/personal mobile device will be securely stored in Middle Years Administration, inaccessible to the student until arranged collection at the end of day, after a meeting with the student and parent/guardian and relevant school member, Assistant Principal, Director or Principal. (See Appendix A)

Every care is taken for a mobile phone or device whilst in Middle Years Administration, the school assumes no responsibility for any alleged damage to the mobile phone whilst there.

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically:
- health and wellbeing-related exceptions
- 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 exemptions allowed under the Department’s Mobile Phones – Student Use Policy are:

1. Learning related exceptions

<i>Specific exception</i>	<i>Documentation</i>
For specific learning activities (clear 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

School Name: Truganina College	Policy name: Mobile Phone Policy	Date: May 20, 2024 (Month, Day, Year)	Policy Ref. Number: 3.1 (a) (ii) 4. Mobile Phones Policy	
Owner: L. Francis [APPROVER]	Approved by: S. Toqeer [APPROVER]	Review date: May 2025	Version 1.0	Page 3 of 5

2. Health and wellbeing-related exceptions

<i>Specific exception</i>	<i>Documentation</i>
Students with a health condition	Student Health Support Plan

3. Exceptions related to managing risk when students are offsite

<i>Specific exception</i>	<i>Documentation</i>
Traveling 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

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

Truganina 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 and other personal mobile devices.

Exclusions

This policy does not apply to:

- out-of-School-Hours Care (OSHC).
- out-of-school-hours events.
- traveling to and from school.
- students undertaking workplace learning activities, e.g. work experience.

Communication

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

- available publicly on our school's website
- included in staff induction processes and training
- included in the school newsletter
- included in staff handbook/manual
- discussed at annual staff briefings/meetings

School Name: Truganina College	Policy name: Mobile Phone Policy	Date: May 20, 2024 [Month, Day, Year]	Policy Ref. Number: 3.1 (a) (ii) 4. Mobile Phones Policy	
Owner: L. Francis [APPROVER]	Approved by: S. Toqeer [APPROVER]	Review date: May 2025	Version 1.0	Page 4 of 5

- included in transition and enrolment packs
- discussed at parent information nights/sessions
- hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Truganina College Student Wellbeing and Engagement Policy](#)
- [Truganina College Child Safe Code of Conduct](#)
- [Mobile Phones - Student Use Department Policy](#)
- [Personal Goods – Department Policy](#)

Appendix A - **Mobile Phone (and other personal mobile devices) Policy and Process 2024**

REVIEW PERIOD

This policy was last updated on 20th May 2024, and is scheduled for review annually.

School Name: Truganina College	Policy name: Mobile Phone Policy	Date: May 20, 2024 [Month, Day, Year]	Policy Ref. Number: 3.1 (a) (ii) 4. Mobile Phones Policy	
Owner: L. Francis [APPROVER]	Approved by: S. Toqeer [APPROVER]	Review date: May 2025	Version 1.0	Page 5 of 5