



Mobile Phone (and other personal mobile devices) Policy and Process 2024 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.

The use of mobile phones in schools was banned by Ministerial Policy formally issued by the Minister of Education under section 5.2.1. (2) (b) and the Education and Training Reform Act 2006 (Vic). The only exception to this policy is when a documented exception is granted by the College.

At Truganina P- 9 College, students who bring a mobile phone and other personal devices such as smart watches to school must have them switched off and securely stored during school hours. The mobile phone and other personal mobile devices must be stored in a Yondr pouch available from the College. Alternatively, students are encouraged to leave their mobile phones at home.

At Truganina P- 9 College, Yondr pouches are given to students to securely store their mobile phone and other personal mobile devices from the time they arrive on campus until they leave by 3:15pm.

If the student is observed to be in possession of a mobile phone and other personal mobile devices during school hours the following actions are taken:

Breach	Truganina Staff Action
First breach	1. Instruct the student to hand over the mobile phone and other personal mobile devices to be stored. 2. Record breach and confirm on Compass the number of times the student has not switched off their phone/stored their mobile phone and other personal mobile devices in their Yondr pouch. 3. Send letter to family confirming breach of the College's mobile phone policy. 4. Make mobile phone and other personal mobile devices available for student collection at the end of the school day.
Second breach	1. Instruct the student to hand over the mobile phone to be stored. 2. Record breach and confirm on Compass the number of times the student has not switched off their phone/stored their mobile phone and other personal mobile devices in their Yondr pouch.

School Name: Truganina College	Policy name: Mobile Phone Processes and Procedures	Date: May 20, 2024 [Month, Day, Year]	Policy Ref. Number:	
Owner: L. Francis [APPROVER]	Approved by: S. Toqeer [APPROVER]	Review date: May 2025	Version 1.0	Page 1 of 2

	3. Send letter to family confirming second (2nd) breach of the College's mobile phone policy. 4. Ask the family to collect the student's mobile phone from the Assistant Principal that day. 5. If the family is unable to collect the mobile phone on the same day, the phone will be returned to the student at the end of the school day. 6. The school may consider other consequences consistent with the school's Student Wellbeing and Engagement Policy.
Third breach	1. Instruct the student to hand over the mobile phone to be stored. 2. Record breach and confirm on Compass the number of times the student has not switched off their phone/stored their mobile phone and other personal mobile devices in their Yondr pouch. 3. Send letter to family confirming third (3rd) breach of the College's mobile phone policy. 4. Ask the family to collect the student's mobile phone from the Director or Principal that day. 5. If the family is unable to collect the mobile phone on the same day, the phone will be returned to the student at the end of the school day. 6. The school may consider other consequences consistent with the school's Student Wellbeing and Engagement Policy.
Additional	Serious or repeated breaches of the policy, or a refusal by a student to hand over a mobile phone when instructed to do so, will result in consequences consistent with our schools' existing student engagement policies. Student Wellbeing and Engagement Policy.

References:

Mobile Phone - Student Use, Policy and Advisory Library, last updated February 2024
Truganina P- 9 College Mobile Phone Policy May 2024

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