



MOBILE DEVICE – STUDENT USE POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact a member of the administrative team at the office.

PURPOSE

To explain to our school community the Department's and Walcom Ngarrrwa Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

SCOPE

This policy applies to:

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

DEFINITIONS

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 tablets and wearable devices that can be used to access a network. This is regardless of whether the device is connected to a cellular (telecommunication) network at the time of its use. The only exclusions to this policy are devices that are provided to students by the school.

POLICY

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

At Walcom Ngarrrwa 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 – Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Walcom Ngarrrwa 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 devices owned by students at Walcom Ngarrwa 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 Walcom Ngarrwa 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, Walcom Ngarrwa Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Walcom Ngarrwa Secondary College students are required to store their phones in their lockers throughout the school day. If this is not possible, phones can be surrendered at the main office before the beginning of the day and retrieved at the end of the day.

Enforcement

Students who use their personal mobile phones inappropriately at Walcom Ngarrwa Secondary College may be issued with consequences consistent with our school's existing student engagement policies, in particular the *Student Wellbeing and Engagement Policy* and the Department's [Weapons – Banning, Searching and Seizing Harmful Items](#).

At Walcom Ngarrwa Secondary 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 any way that disrupts the learning of others
- to send inappropriate, harassing, or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- 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 exams and assessments

Where a student does not adhere to the policy outlined above, they will be sent to the office to surrender their phone immediately. The phone will be returned to the student:

- at the end of the day, if this is the student's first breach of the policy.
- by returning it to their parent or guardian at the end of the day if this is the student's second breach of the policy.
- In a Student Support Group meeting for all subsequent breaches of the school's policy.

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, 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 Education Plan (Compass)

2. Health and wellbeing-related exceptions

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

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

Walcom Ngarrwa 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 events
- 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
- Available for students, parents and carers on Compass
- Included in staff induction processes and staff training
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement Policy
- [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	October 2023
Consultation	Consultation will occur during Term 3 of 2024 as we are a new school and seek school community input once established.
Approved by	Principal
Next scheduled review date	September 2024