



Help for non-English speakers

If you need help to understand the information in this policy please contact reception on 51279200.

PURPOSE

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

SCOPE

This policy applies to:

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

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 and may include other personal mobile devices such as I-pads.

POLICY

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

At Lowanna College

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours, from **8:45am to 3:00pm**.
- 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 Lowanna 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.

Wired or wireless audio listening devices as such as headphones or AirPods are not permitted, however, staff may grant permission in a particular class for a particular purpose that supports learning. In such cases, audio listening devices must be connected to a computer device (i.e. Laptop), and not a mobile device. Where permission has not been given students will be asked to remove audio listening devices and the teacher may either confiscate the device to be later returned to the student, or ask the student to store the audio listen device away securely. Failure to comply with such a direction will result in a consequence in line with the college's Student Engagement and Wellbeing Policy.

The college will provide headphones for all students as part of the NAPLAN assessment process.

Secure storage

Mobile phones owned by students at Lowanna 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 Lowanna 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.

Where students bring a mobile phone to school, Lowanna College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Lowanna College students are required to store their phones in their **locked locker**.

Enforcement

At Lowanna College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted.

Students who use their personal mobile phones inappropriately at Lowanna College may be issued with consequences. **All staff are required to confiscate a mobile phone upon sight**, unless a valid exemption exists (see below).

Confiscated mobile phones will be held by the school office, and must be collected by a parent or legal guardian. Mobile phones will not be returned directly to students.

Where a student refuses to hand-over a mobile device, a parent or guardian will be contacted to collect the student from school, and a meeting will occur regarding college policy and expectations, together with consequences in line with the schools Student Engagement and Wellbeing Policy.

Further consequences may exist for particular misuse of a mobile phone that impacts others, consistent with the colleges Student Engagement and Wellbeing Policy.

- 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

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 only 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) for a specific purpose at a specific time. | 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, and alternative options are not available. | Individual Education Plan |

2. Health and wellbeing-related exceptions

| Specific exception | Documentation |
|----------------------------------|---|
| Students with a health condition | Student Health Support Plan discussed with appropriate staff and information provided to personnel working with the student |

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

Lowanna 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. Approval for mobile phone use on a camp or excursion may only be provided by the principal.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Wearable devices
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

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 staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- 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

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|----------------------------|--------------|
| Policy last reviewed | 20 June 2024 |
| Approved by | Principal |
| Next scheduled review date | 20 June 2027 |