

# Mobile Phone Policy

2021

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## Department Note

The Victorian Government takes the safe and responsible use of digital technologies, student safety and wellbeing, and the development of social skills and positive behaviour, very seriously. On this basis, the Hon. James Merlino MP, Minister for Education, announced that a new mobile phone policy would take effect from Term 1 2020 in all Victorian Government Schools. This is a formal ministerial policy as part of Section 5.2.1(2)(b) of the Education and Training Reform Act 2006 (VIC).

## Purpose

To explain to the Hampton Park Secondary College's community our requirements, and expectations regarding the safe and appropriate use of personal mobile phones by students, at the College or during College activities.

## Scope

This policy applies to:

- all students at Hampton Park Secondary College; and
- all personal mobile and electronic devices that have not been approved by Hampton Park Secondary College and a classroom teacher for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

## Definitions

For the purposes of this document, Personal mobile and electronic devices are defined as portable computing

and communication devices such as smartphones and smart watches.

## Policy

Hampton Park Secondary College understands that students may bring a personal mobile phone to the College, particularly if they are travelling independently to and from the College or to extra curricular activities.

Upon arriving at the College students must place their mobile phone in their locker where it will remain until the student leaves the College grounds at the end of the College day.

Students are not permitted to access their personal mobile phone at any time during the day, unless they have sought and been granted permission from an Assistant Principal member or have been granted an exemption to this Policy by the Principal.

Students will not require their mobile phones in class or on extra-curricular activities unless instructed by the Principal or an Assistant Principal as part of the learning program.

Mobile phones and smartwatches are not to be permitted throughout the College including the CRC and the Senior study spaces, as students are able to utilise their laptop computer to support their learning. Air pods and headphones may be used under the direction of staff.

## Use of Digital Technologies at HPSC

When using mobile and electronic devices in the College at approved times, we

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would ask all college members to refer to the HPSC Acceptable Use Policy and Agreement for Internet and Digital Technologies. This policy refers how to appropriately use digital technologies across the College.

### **Student Breaches of Mobile Phone Policy**

Students who breach our policy in regards to the use of mobile phones and electronic devices will be issued with consequences. Breaches may occur in or out of the classroom environment and will be treated in a consistent manner at all times.

#### **First Breach**

Student's mobile phone (or smartwatch) is confiscated by the teacher and placed in a named Mobile Phone envelope. This is then handed in to the nearest Sub School Office where the Sub School Leadership Team records the breach details on Compass and the Mobile Phone envelope and the phone is secured in a locked area within the Sub School. Students can collect their phone from the Sub School at the end of the day from a Principal Class member or nominee.

#### **Second Breach**

Student's mobile phone (or smartwatch) is confiscated by the teacher and placed in a named Mobile Phone envelope. This is then handed in to the nearest Sub School Office where the Sub School Leadership Team records the breach details on Compass and the Mobile Phone envelope and prints off a detention slip for the student. Phone and detention slip are sent to the relevant Sub School. Students can collect their phone from their Sub School at the end of the day from a Principal Class member who will also hand the student their detention notice. Note: A 30-minute

detention will be completed within 24 hours of the offence.

#### **Third Breach**

Student's mobile phone (or smartwatch) is confiscated by the teacher and placed in a named Mobile Phone envelope. This is then handed in to the nearest Sub School Office where the Sub School Leadership Team records the breach details on Compass and the Mobile Phone envelope and prints off a detention slip for the student. As this is the third breach of the policy the student's parent/carer will be contacted by the relevant Sub School and arrangements made for a meeting with the student and parent(s). Students can collect their phone from the relevant Sub School at the end of the day from a Principal Class member who will also hand the student their detention notice. Note: A 30 minute detention will be completed within 24 hours of the offence.

Subsequent and Continued Breaches  
Suspension for ongoing failure to follow instructions.

#### **Note**

If, on any occasion a student refuses to hand over their mobile phone when requested by a staff member then the staff member will implement the 'Ready To Learn' Procedures that required the student to be removed from the classroom and sent to the relevant sub-school office.

Staff will inform the student that "This is your final opportunity to hand over your mobile phone and if you refuse, this will be deemed as high level behaviour as you are repeatedly refusing to follow a teachers instructions".

Staff will wait for a short period of time (no more than one minute) to give the student the opportunity to comply.

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If the student still refuses to comply to hand over their mobile phone, staff will immediately contact the Sub School Teams including the relevant Principal Class Member as previously outlined above.

### **Exemptions**

There may be circumstances in which a student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, please contact your student's Sub School Leadership Team.

### **Insurance**

Students are responsible for their personal mobile phone. Please note, that Hampton Park Secondary College does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile phones that may be brought to College. Students are responsible for items brought to the College.

### **Camps and Excursions**

Hampton Park Secondary College will provide students and their parents and carers with information about items and devices that can be brought to camps, excursions, special activities and events.

### **Parents/Carers Contacting Students During School Hours**

We understand that emergencies occur during the College day and students need to be contacted. If you have an emergency we ask that you contact the Front Office or your child's Sub School Office and we will immediately find the

student and take appropriate supporting action. For all other times that are not emergencies we ask for parent/carer support in not contacting your child by mobile phone during the College day. If an emergency arises at the College we will make immediate contact with you through the contact details that you have supplied to the College. Please ensure that your details are kept up to date and if there are any changes please contact the College or the Sub School Office to update this information.

### **Class Changes and Activities**

Our College is a dynamic environment with changes occurring each period and each day. We provide information in regards to changes, activities, messages and upcoming events through our Compass system which all students can access through their laptop or tablet computer. Digital screens will be installed throughout the College to assist with communication.

Students are encouraged to check Compass throughout the day via their laptops or tablet computers to ensure they know if there has been any classroom and/or teacher changes to their daily program. Students are not use their mobile phone to check their Compass schedule.

### **Further Information and Resources**

More information and resources can be found here:

- [acceptable use agreement for internet and digital technologies](#)

### **Review Cycle**

This Policy was last updated on Friday, 29th November 2019 and is scheduled for review on 30th November, 2020

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