

Mobile Phone and Electronic Devices Policy

2022-2025



Help for non-English speakers

If you need help to understand the information in this policy please contact Hampton Park Secondary College on 03 8795 9400.

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:

1. All students at Hampton Park Secondary College
2. 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, also air pods and headphones.

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 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. If a student is granted permission to access their mobile phone during the day the relevant House Team Member or Member of the Principal Class Team will place a note on Compass for this Student/s. Staff are asked to check Compass to verify permission. If there is no post, Staff are asked to contact the relevant House Leadership Team to verify.

If a student has permission as part of their learning program, a post will be made on Compass and an email sent by the relevant teacher to all Staff, after permission has been sought by the Principal. The email will outline the class, the time of use and the reason for permission linked to 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 only.

Use of Digital Technologies at HPSC

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

First Breach

Student's mobile phone or air pods/headphones are confiscated immediately by the teacher and placed in a named Mobile Phone or air pods/headphones envelope. This is then handed in to the student's relevant House Office. The House Leadership Team records the breach details on Compass and the Mobile Phone envelope containing the phone, is secured in a locked area within the House. Students can collect their phone from their House from a Principal Class member or nominee, at the end of the day. Students must sign in and out to collect their phone or air pods/headphones.

Second Breach

Student's mobile phone or air pods/headphones are confiscated by the teacher and placed in a named Mobile Phone and air pods/headphones envelope. This is again handed in to the relevant House, the team records the breach details on Compass and the Mobile Phone and air pods/headphones envelope with the phone is secured within the House. Students can collect their phone from their House at the end of the day from a Principal Class member who will also hand the student their detention notice. Note: A Reflection session up to 30-minutse will be completed within 24 hours of the offence.

Third Breach

A student's mobile phone is confiscated by the teacher and placed in a named Mobile Phone envelope. This is then handed in to the students House. The House Leadership Team records the breach details on Compass and on the Mobile Phone envelope and prints off a Reflection slip for the student. As this is the third breach of the policy the student's parent/carer will be contacted by the relevant House leadership Team and arrangements made for a meeting with the student and parent(s).

Parents are now required to attend the college to collect the phone.

All parents will be asked to report to the front office to collect their child's mobile phone. Parents should not be entering the House to collect the phone. On arrival at the office, office Staff will contact the relevant House. The relevant Team member, together with the student, will meet the parent/carer at the office and the phone will be handed over, together with the Reflection notice. A meeting will take place then, or an alternate time will be arranged.

In the event that the Parent cannot collect the phone, or the parent is not contactable – a letter will be sent home to the family, outlining this breach and the need for a parent meeting, while also outlining the mobile phone policy. This will be handed to the student and notes placed on Compass. The phone will be handed back to the student – only once – for their safety. If this happens again however and we get to another breach, the phone will remain at School, until the family can come and collect it.

The student is required to attend an after school Reflection. Note: A 30minute Reflection will be completed within 24 hours of the offence.

After the third breach, the student must hand in their mobile phone each morning to the relevant House Office, for a period of time as determined by the House leader and Assistant Principal.

Note: Suspensions will only result for a student's failure to follow instructions.

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 Staged Response Procedures that required the student to be removed from the classroom and sent to the relevant House 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 to give the student the opportunity to comply.

If the student still refuses to comply to hand over their mobile phone, staff will immediately contact the relevant House 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. Requests for exemptions are to be made via the student's House.

If a student is granted an exemption, a post will be made on Compass and an email sent by the relevant teachers to all Staff, after permission has been sought by the Principal. The communication will outline the details and the reason for special exemption.

Security and Insurance

Students are responsible for their personal mobile phone and air pods/headphones. Please note, that Hampton Park Secondary College does not have accident insurance for accidental property damage or cover for theft. Students and their parents/carers must ensure that students use their secure locker to secure their phone and air pods/headphones. Parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile phones and air pods/headphones that may be brought to College. Students are responsible for items brought to the College, this includes placing all items in their locker and use a school approved padlock to ensure security.

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 such as House Carnivals etc.

Parents/Carers contacting students during school hours

We understand that emergencies occur during the school day and students may need to be contacted. If you have an emergency, we ask that you contact the Front Office or your child's House 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 requesting the relevant House 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 regard to changes, activities, messages, and upcoming events through our Compass system which all students can access through their laptop or tablet computer.

Digital screens have been 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.

Related Policies and Resources

- [Acceptable Use Agreement for Internet and Digital Technologies](#)

Staff Modelling Behaviour

Staff are encouraged to model appropriate behaviour, and this should, where possible be extended to the use of mobile phones. Staff are expected to carry the school supplied walkie-talkies while on yard duty. Staff are encouraged to reduce the visibility of phones during the day. This assist to demonstrate to students and families of our commitment to living the policy, as established by DET.

Policy review and approval

Policy Last Reviewed	Nov 2022
Approved by	Principal
Next Reviewal Date	Nov 2025