Gilmore COLLEGE

STUDENT MOBILE PHONES IN SCHOOL POLICY

1. Policy

At Gilmore College, we support the Department of Education's Mobile Phones in Schools Policy and the expectation that student mobile phones are 'Off and Away All Day'.

Gilmore College does not permit student use of mobile phones, smartwatches, earbuds, headphones or other communication accessories during the school day unless an approved exemption applies.

Gilmore College recognises that many parents/carers provide their children with mobile phones for safety, security and communication purposes outside school hours. This policy outlines the conditions under which mobile phones and associated devices are managed at Gilmore College.

2. Conditions of Use

Mobile phones and personal communication devices are not permitted for student use from the beginning of the school day, until the conclusion of the school day.

Students must ensure that:

- Mobile phones are switched off or placed in aeroplane mode.
- Mobile phones remain out of sight and are not seen or heard during the school day.
- Smartwatches are in aeroplane mode and are not used to send or receive communications.
- Earbuds, headphones etc are not used during the school day.
- Mobile phones and associated accessories are surrendered to staff when requested.

Students are not permitted to use mobile phones or accessories during class time, break times or transitions except as outlined in the Canteen Procedure or where an approved exemption applies.

Students may voluntarily hand their mobile phone to Student Services for safekeeping at the commencement of the school day.

3. Mobile Phone Use in the Canteen

Gilmore College permits limited mobile phone use within the canteen area for the purpose of purchasing food. Students may have their mobile phone out only when: lining up and actively purchasing food.

Once a purchase has been completed, students must immediately put their mobile phone away.

4. Exemptions and Communication

Exemptions to this policy apply only where a student has:

- An approved Health Care Plan requiring access to a mobile phone or associated device;
- An approved Wellbeing Plan requiring access to a mobile phone or associated device; or
- An approved **Technology Pass** issued by the College.

All exemptions must be documented and approved by the College.

While students are attending Gilmore College, they remain under the care and supervision of the school. Communication between parents/carers and students during school hours should occur through the College Administration.

Where students need to contact parents/carers during the school day, they should seek assistance from an appropriate staff member. Where parents/carers need to contact their child during the school day, they are requested to contact the College directly.

5. Breaches of this Policy

Breaches of this policy will be managed in accordance with the Gilmore College Behaviour Management Policy and the **Mobile Phone Process**.

Stage 1 – Teacher Managed

Where a mobile phone, smartwatch or accessory is seen, heard or used contrary to this policy:

- The student will be directed to switch off the device or place it in aeroplane mode and hand it to the staff member.
- The mobile phone and any associated accessories will be confiscated.
- The device will be secured at the Front Office.
- A Mobile Phone Breach will be recorded on Compass.
- The student may collect the device from an Associate Principal at the Front Office at the conclusion of the school day.

Stage 2 – Refusal to Comply

Where a student refuses a staff member's instruction to surrender a mobile phone or accessory:

- The matter will be escalated to the relevant Head of Learning Area (HOLA) or Year Manager.
- Continued refusal will be treated as defiance of a reasonable staff instruction.
- Additional consequences may include detention, suspension or other disciplinary action in accordance with College procedures.

Stage 3 – Repeated Breaches

Repeated breaches of this policy will result in escalating consequences, including:

- Parent/carer contact;
- Parent/carer collection of confiscated devices;
- Loss of Good Standing;
- Suspension following repeated breaches; and
- A requirement for the student to hand their mobile phone into Student Services each day for a designated period following a suspension.

All breaches will be recorded on Compass and may impact a student's Good Standing status. Mobile phone breach records reset each semester.

6. Further Guidance

For the purposes of this policy, personal communication devices include, but are not limited to:

- Mobile phones;
- Smartwatches;
- Earbuds;
- Headphones and Wireless listening devices

7. Related Documents

- Department of Education Mobile Phones in Schools Policy
- Gilmore College Behaviour Management Policy
- Gilmore College Mobile Phone Process
- Gilmore College Mobile Phone Expectations in the Canteen

8. Document Control

Owner: **Created:** **Modified:** **Approved:**	Associate Principal 3 February 2020 10 August 2021 September 2026 3 March 2023 - Principal 21 Feb 2025 – Associate Principal M Willis Pending Approval – School Board Sep. 2026	**Implementation and Review:** The Associate Principal is responsible to the College Executive for the continuous monitoring and review of the Student Mobile Phones in School Policy.
Next Review: **Policy Location:**	February 2027 S:\AdminShared\Administration Staff\100 Administration\109 Policy\GILMORE POLICIES	