

STUDENT MOBILE PHONES IN SCHOOL GUIDELINES

1. Policy

At Gilmore College, we support the Department of Education policies on Mobile Phone Use in Schools, which states that mobile phones should be 'Off and Away All Day'. Gilmore College does not permit student use of mobile phones in college spaces unless there is a documented or teacher directed exemption (See Below).

Gilmore College recognises that an increasing number of parents/carers, who for safety, security and/or emergency purposes wish to provide their children with mobile phones. This policy details the conditions under which mobile phones are managed at Gilmore College and other aspects of personal safety and communication related to the use of devices at Gilmore College.

2. Conditions of Use

- The use of mobile phones for all students is not permitted from the time they enter the school grounds to the conclusion of the school day. Mobile phones should be 'off and away all day'. Students can voluntarily choose to leave mobile devices in the care of the school at the start of the day via the Student Services Office and collect at the end of the school day, between 2:40pm and 2:50pm.
- If evidence of student phone use is observed during the day, phones will be confiscated. (Evidence can include direct observation, ear buds in place, smart watches being used)
- Smart watches must be in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day. Ear buds must not be in use.

3. Exemptions and Communication

- Exemptions to this ban include where a student requires a mobile phone:
 - to monitor a health or Mental Health condition as part of a school approved documented health or well-being care plan, supported by evidence from a Medical or Mental Health professional.
 - for educational purposes only as directed by a staff member. Equity of access to devices at these times must be considered. (Mobile Phone 'free' access cannot be used as the basis for reward and all use in the classroom must remain monitored)
- While at Gilmore College, students are the responsibility of the school. All communication between parents and students, during school hours, should occur via the school's administration.

- Gilmore College has duty of care for all students when they are attending the school. In emergencies, where students need to get in contact with parents/carers, students are to notify the appropriate school staff. If parents/carers need to contact their children, they are asked to contact the school directly.

4. Breaches of this Policy

Breaches of this policy will be managed in accordance with the *School Behaviour Management Policy and Procedures*. Breaches of these guidelines could result in, but would not be limited to:

- Confiscation of device by teacher - returned to student at the conclusion of the day via Student Services for a Category One 'first' offence.
- Returned to families at the conclusion of the day and loss of good standing for a Category Two 'first refusal or second' offence.
- Withdrawal or Suspension and returned to families for a Category Three 'second refusal or third' offence and Education Package to be completed.
- Suspension and Case Conference and/or Education Package for a Category Four 'Third refusal or fourth' offence.

Failure to hand over an observed mobile phone or accessories to a teacher on request, will be referred to a senior staff member and will escalate response, resulting in loss of 'Good Standing', withdrawal and potentially lead to a suspension for the following school day.

5. Parental Acknowledgement

Parents/carers acknowledge that the College is upholding the Department of Education policies on Mobile Phone Use in Schools, and signed acceptance of these guidelines is a requirement for enrolment at Gilmore College. Parents/carers agree to support these guidelines and contact the College to discuss any required health exemptions.

Further Guidance

For the purposes of this policy, 'mobile phones' includes smart watches and associated listening accessories, such as, but not limited to, smart watches, headphones and ear buds.

6. Document Control

Owner: Created: Modified: Approved: Next Review: Policy Location:	Associate Principal 3 February 2020 10 August 2021 3 March 2023 - Principal 26 July 2023 July 2025 S:\AdminShared\Administration Staff\100 Administration\109 Policy\GILMORE POLICIES	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.
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