

Gilmore College Response to Mobile Phone Device Breach

Student Mobile phones, ear/head-phones and other listening devices must be “off and away all day” per the Mobile Phones in Schools Policy of 2020. The term “Device” will be used to capture all “off and away” items in the policy. Students may choose to voluntarily place devices in the care of Student Services prior to the start of the school day and collect at the end of the day before leaving.

Mobile Phone Device Breach Process

Confiscation by Staff member

Category One (First Offence)

Device is seen or heard:

Staff member asks student for device to be confiscated. Staff member takes device to Student Services and puts in confiscation envelope. Staff member enters Chronicle **Mobile Phone Confiscation #1**.

Student's Parent/Carer will receive an automated SMS informing of confiscation and student to collect from Student Services at the end of the day.

Confiscation by HoLA Staff

Category Two (First Offence)

Device is seen or heard and student refuses to hand over:

Staff member calls HoLA to complete confiscation as they do not have the capacity to process a confiscation.

HoLA attends classroom and confiscates device and takes device to Student Services and puts in confiscation envelope. HoLA enters Chronicle **Mobile Phone Confiscation Refusal #1**. If student refuses to hand over, HoLA to call YM or member of Exec to support in Withdrawal.

Student's Parent/Carer will receive an automated SMS informing of confiscation and family to collect from Student Services. Device not returned to student. Student loss of Good Standing.

Confiscation by Staff member

Category Two (Second Offence)

Second time device is seen or heard:

Staff member asks student for device to be confiscated. Staff member takes device to Student Services and puts in confiscation envelope. Staff member enters Chronicle **Mobile Phone Confiscation #2**.

Student's Parent/Carer will receive an automated SMS informing of confiscation and family to collect from Student Services. Device not returned to student. Student loss of Good Standing. Intention to Suspend issued.

Confiscation and Withdrawal by HoLA Staff

Category Three (Second Offence)

Second time device is seen or heard and student refuses to hand over: Staff member calls HoLA to complete confiscation as they do not have the capacity to process a confiscation.

HoLA attends classroom and confiscates device, places student in withdrawal and takes device to Student Services and puts in confiscation envelope. If student refuses to leave with HoLA for withdrawal, HoLA to call YM or member of Exec to support in Withdrawal.

HoLA, YM or member of Exec to enter Chronicle **Mobile Phone Confiscation Refusal #2**.

Student's Parent/Carer will receive an automated SMS informing of withdrawal. Device not returned to student. Student withdrawn to complete education package. Intention to Suspend issued.

Confiscation by Staff member

Category Three (Third Offence)

Suspension

Third time that device is seen or heard:

Staff member calls HoLA to complete confiscation. Student is now brought to Student Services for Suspension for “refusing to follow fair and reasonable instructions”.

HoLA to refer student to YM or member of Exec to initiate Suspension and parent contact.

YM or Exec to enter **Mobile Phone Confiscation #3** into Chronicle.

Parent/carers communication initiated via Suspension protocols. Suspension re-entry meeting with appropriate YM and Mobile Phone Policy confirmed with student and parent/carers. Student withdrawn on return from suspension to complete education package. Mobile Phone Plan may be put in place i.e. Student hands phone in every day to Student Services for agreed period of time.

Confiscation by HoLA Staff

Category Four (Third Offence)

Escalated Suspension

Third or more time device is seen or heard and student refuses to hand over:

HoLA to refer student to YM or member of Exec to initiate escalated suspension and parent contact.

YM or Exec to enter **Mobile Phone Confiscation Refusal #3** into Chronicle.

Suspension re-entry meeting and processes as per Category Three.

Please Note – Device Compliance is a Whole-School Responsibility. If all Staff follow the process and initiate the Mobile Phone Breach Process as above, there will be greater fidelity across the school community and compliance with the policy.

If Staff are uncomfortable or “do not have capacity” to follow through with the Mobile Phone Breach Process, they should seek support from On-call or an appropriate Student Services team member or member of Executive.