

Appendix 4 - Mobile Phone Policy

Policy Statement

The Department of Education does not permit student use of mobile phones in public schools.

For the purpose of this policy, 'mobile phones' include but are not limited to smart watches, electronic communication devices and associated listening accessories such as headphones, AirPods, earbuds, iPods, MP3/4 players and portable gaming consoles.

It is important to note that it is not a requirement at Melville SHS for students to have a mobile phone at school. However, Melville SHS recognises that an increasing number of parents/caregivers 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 permitted at Melville SHS.

Exemptions to this policy may be granted on an individual case basis. See below for further details.

Conditions of Use

The use of mobile phones by 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' and placed into a student's bag. This includes recess, lunchtime and before school.

Exemptions and Communication

Exemptions to this ban include where a student requires a mobile phone:

- To monitor a health condition for a school-approved documented health care plan;
- As part of a student's documented risk management plan;
- Deemed necessary by the Principal or the Principal's delegate.

While at Melville SHS, students are under the care of the school. All urgent communication between parents and students must occur via the Student Services administration.

Breaches of this policy

Breaches of this policy will be managed by the Melville SHS Student Engagement Policy and Procedures.

A student who does not comply with this policy will have their mobile phone confiscated and held at Student Services until the end of the school day when it will be returned to the student. The parent/caregiver will be informed of the breach, and the consequences should another breach occur.

In the case of repeated breaches of the mobile phone policy within the school year;

- Second Offence – Parents will be required to collect the phone from Student Services, and the student will lose their good standing for a period of 5 weeks (after which they will be able to apply to regain their good standing).
- Third Offence – Parents will be required to collect the phone from Student Services, and the student will lose their good standing for a period of 5 weeks (after which they will be able to apply to regain their good standing). At this point the student will no longer be allowed to bring their phone to school.
- Subsequent Offences – Formal Suspension.

REVIEW DATE: (29 November 2023)

HISTORY OF CHANGES

Effective Date	Last update date	Policy Version no.	Portfolio Responsible for Review	Notes
29 Nov 2022	29 Nov 2022	1.0	Deputy Principal Student Services	