

Dromana College Mobile Phones – Student Use Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Dromana Secondary College by telephoning 03 5987 2805

PURPOSE

To explain to our school community the Department's and Dromana College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

SCOPE

This policy applies to:

1. All students at Dromana College and,
2. Students' personal mobile phones and other personal mobile devices that may connect to or have a similar functionality to a mobile phone such as smart watches, brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

POLICY

Dromana College understands that students may bring a personal mobile phone to school.

At Dromana College however:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their lockers during school hours, (8.55am to 3.00pm).
- When emergencies occur, parents or carers should reach their child by calling the school's office.

Exceptions to this policy may be applied (for) if certain conditions are met (see below for further information)

Personal mobile phone use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Dromana College during school hours, (8.55am to 3.00pm), including lunchtime and recess.

Secure storage

Mobile phones owned by students at Dromana College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Dromana College does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Parents/carers and students are encouraged to refer to the Department's [Personal Goods policy](#)

Where students bring a mobile phone to school, Dromana College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Dromana College students are required to store their phones in their lockers. (All student should ensure their locker is secured with an approved lock).

Enforcement

If students are seen with a mobile phone during school hours, (8.55am to 3.00pm), it will be confiscated, as follows:

- **First** offence: phone returned at the end of the day.
- **Second** offence: phone returned at the end of the day and parent/guardian notified and alerted
- **Third** and subsequent offences: phone returned at the end of the day, parent/guardian notified and alerted and student suspended.

Confiscated phones will be stored in the Main Administration Office until collected.

If parent collection is required, the phone will be returned by an Assistant Principal.

If students do not follow a request from teachers to handover their device when requested, their refusal will be considered as a “refusal to follow a reasonable request from a teacher” and actions and consequences consistent with this policy and other Dromana College student management and engagement policies will follow.

Students who use their personal mobile phones inappropriately at Dromana College may be issued with consequences consistent with our school’s existing:

- ICT Acceptable Use Policy
- Student Behaviour Management Policy
- Student Engagement Policy
- Bullying Prevention Policy
- Anti-Cyber Bullying Policy
- Sexual Harassment Policy
- Inclusion and Diversity Policy
- Cyber Safety Policy

At Dromana College inappropriate use of mobile phones is **any use during school hours**, (8.55am to 3.00pm). Where students do not follow the Dromana College Mobile Phone Use Policy and also use their phones for any, (but not limited to), of the following activities further consequences will follow.

Uses that:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - Health and wellbeing-related exceptions; and
 - Exceptions related to managing risk when students are offsite.
- can be granted by the principal, or by the teacher for that class, in accordance with the Department’s [Mobile Phones Policy](#).

The three categories of exceptions allowed under the Department’s [Mobile Phones Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	This exception must be recorded on Compass by the class teacher after appropriate permissions have been attained

For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	The students will have an Individual Learning Plan documented on Compass.
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2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student will have a Health Support Plan documented on Compass.
Students who are Young Carers	A localised student record documented on Compass.

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions.	Specific excursion risk assessment planning documentation.
Students on excursions and camps	Specific camp risk assessment planning documentation.
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation.
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation.

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted. Students of Dromana College granted an on-going exception will carry a "Pass" to be presented on request.

Camps, excursions and extracurricular activities

Dromana College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones on a case by case basis.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking externally provided VET

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- All Dromana College Policies can be accessed from the college website: <https://www.dsc.vic.edu.au/>
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

Approved By	Dromana College Council
Date Approved	October 2019
Responsible For Review	College Principal