



Mobile Phone Policy

Guidance

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

Features of New Mobile Phone Policy

- The use of mobile phones by all students will be banned from the time they arrive on school grounds (at school) to the conclusion of the school day (2:50 pm). This includes before school and at break times - **off and away all day**. Students may use their mobiles after the siren at 2:50 pm, but only outside school buildings.
- Mobile phones (as well as AirPods, Earphones, iPads and other unauthorised tablet devices) must be switched off and stored in student bags or their lockers.
- Smart watches must be on 'airplane mode', so phone calls and messages cannot be sent or received during the school day.
- While at Applecross SHS, students are the responsibility of the school. During school hours, all communication between parents and students should occur via the school's administration or Student Services.
- The school will not be responsible for the loss, damage, or theft of any mobile devices.

Exemptions

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

- to monitor a health condition as part of a school-approved documented health care plan or
- where approval has been gained from the Associate Principal of Student Services.

The prohibition and exemptions stated above also apply to school-organised excursions, events, and camps.

Procedures for Enforcing Mobile Devices Policy

Teachers are required to ask any student to hand over their mobile device if they **see or hear** these devices anywhere on the school site prior to 2:50 pm.

- Any mobile that has been confiscated by teaching staff is to be placed in a 'Mobile Phone Confiscation Envelope' and sent to Student Services as soon as practical.
- On the first occasion a phone is confiscated, students will be able to collect their phone from Student Services at the end of the school day. Parents will receive a letter explaining DoE Policy requirements.
- On the second occasion, a parent will be emailed to collect the student's phone. If a parent is unable to collect the phone, the phone must be handed into Student Services for a minimum of one school day.
- When a student has had their phone confiscated on the third occasion, the phone will be held until a parent/guardian comes to collect it. Students will receive a lunchtime withdrawal detention and lose their Good Standing for three weeks.
- On the fourth occasion, the student will be requested to leave their phone or device at home. If they still choose to bring their phone to school, they will be required to hand their phone to Student Services each day for three weeks. The Program Coordinator will follow up if they do not hand their phone in. They will also lose their Good Standing for a period determined by the Program Coordinator.

Any student who refuses a teacher's request to hand over their phone, earbuds (or other mobile device) will receive sanctions as outlined in the school's Behaviour Management policy. These sanctions may include suspension and the loss of their entitlement to bring a mobile device to school for a specified period of time.