



MOBILE SMART DEVICE POLICY

Includes phones, iPad, tablets, cellular smart watches, and any recognised smart device with cellular/Wi-Fi access.

Purpose

Outline to the school community Cohuna Secondary College's policy requirements and expectations regarding the safe and appropriate use of mobile smart devices by students, at school or during school activities. Our motto is "Disconnect to Connect."

Scope

This policy applies to all students at Cohuna Secondary College.

Policy

As per DET (Department of Education and Training) policy students should NOT bring their mobile smart devices to school, however, Cohuna Secondary College understands that at certain times students may need to bring a mobile phone/smart device to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

During school hours 8:55am to 3:20pm, mobile smart devices must be:

- Turned off and given to the students form teacher at form assembly – mobile smart devices will be placed in the students designated spot in their form box. They will then be stored in the school's secure location for the duration of the school day.
- Students leaving school for medical appointments/VET and/or parent/guardian approved leave can collect their phone from the front office when signing out.
- Students are not permitted to access their mobile smart devices unless authorised by a member of staff.
- Teachers can authorise access for students to access their mobile smart devices for a specific learning purpose. They must be signed out and returned at the conclusion of the learning activity.
- Mobile smart devices will be returned at the 3:15pm end of day form assembly.
- If a student has a Smart Watch, it must be removed and placed on the teacher desk during all School Assessed Coursework and Common Assessment Tasks.
- Only students with diagnosed Diabetes that require a mobile smart device for medication administering purposes shall be allowed to have it during school hours. During class the device will be placed on the students' desk in full sight of the teacher. At all other times it is only to be used for its approved medical purpose.

Cohuna Secondary College will continue to implement and provide educational programs for students and the wider school community on the appropriate use of social media, cyber-safety, and/or cyber-bullying.

Mobile Smart Device Use

In accordance with the DET Mobile Phones Policy issued by the Minister for Education, Mobile phones/smart watches, any smart device must not be used:

- During class, recess, lunch, events, or assemblies or in any way that disrupts learning.
- 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.

Students who do not hand their mobile smart device will need to surrender it to the teacher or staff member upon request.

Confiscated mobile smart devices will be given to the Year level coordinator. The Year level coordinator will then place in the marked confiscated phone basket located in the office. In the event of the incident being a first offence or what the coordinator deems accidental, the device will be removed for the day and returned to the student. **Please note the incident must be recorded on XUNO by the coordinator.**

Repeated (more than once) confiscated mobile smart devices will only be able to be collected by a parent/guardian at the end of the day. Repeated confiscation may result in a suspension. Refusal to surrender will result in a suspension.

Inappropriate mobile smart device use at school will result in consequences determined by their coordinator, Assistant Principal and/or Principal.

Parents contacting students

Parents/guardians needing to contact students during school hours are to contact the school on (03) 54562555.

Students contacting parents

If students need to contact their parents/guardians during school hours, they are to speak to either their coordinator or the front office. Note: Students with Apple devices are not to use this to contact their parents.

Insurance

Please note **DET and Cohuna Secondary College do not have insurance** for accidental property damage. We take no responsibility for any unintentional damage that may occur.

When the mobile smart device has been given to the school it will be stored in a secure and safe location at all times.

Camps and excursions/off-site visits

Students **may** be allowed to bring their mobile smart devices on overnight school camps and excursions/off-site visits, at the school's discretion. However, if they are brought, they will be given to the teacher in charge and students will only be allowed to use them with their authorisation. Mobile smart devices will always be collected overnight.

Related Policies

- Mobile Phones – Department of Education and Training
- Student Engagement and Wellbeing Part A,B and C – Cohuna Secondary College
- Student Code of Conduct – Cohuna Secondary College
- Bullying and Harassment – Cohuna Secondary College
- Ban, search and seize harmful items – Department of Education and Training



- Personal Goods - Department of Education and Training
- Acceptable Computer Use – Cohuna Secondary College
- Personal Property Policy – Cohuna Secondary College

Review Period

This policy was last updated October 2023 and is scheduled for review in March 2024.

Policy last reviewed	October 2023
Approved by	School Council
Next scheduled review date	March 2024