



STUDENT MOBILE PHONE POLICY

Includes phones, ipads, cellular smart watches any recognised smart device with cellular/wifi access.

(Note: students may only keep their Smart watch if it is NOT cellular and they have switched their phone to aeroplane mode)

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:

- Given to the students form teacher at form assembly at 8:55am – mobile smart devices will be placed in the students designated spot in their form box. They will then be stored in the schools secure location for the duration of the school day.
- Students leaving school for medical appointments/VET and/or parent/guardian approved leave will collect their phone from the front office when signing out.
- Students are not permitted to access their mobile smart devices unless otherwise authorised by their year level coordinator, Assistant Principal or Principal.
- VCE Students Only– If a teacher wishes to use student mobile smart devices for a specific learning purpose they are required to seek approval from the year level coordinator and sign them out.
- Mobile smart devices will be returned at the 3:15pm end of day form assembly.
- 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 in and are found using it will need to surrender it to the teacher or staff member upon request. Confiscated mobile smart devices will only be able to be collected by a parent/guardian at the end of the day. Repeated confiscation will 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 Office 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.

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 schools 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 Monday November 18, 2019 and is scheduled for review on Thursday December 19, 2019.

This policy was last ratified by School Council in....

19th November 2019