

**Byford Secondary College**  
**Mobile Phones and Portable Devices Policy.**  
(not including approved BYOD devices)

**1.0 - Rationale:**

Our focus in the College is to maximise student engagement and success in learning within a safe and orderly learning environment. While it is understandable that some parents provide mobile phones to their children for safety and other reasons, we must protect the learning, work and safety of all community members in our care and the maintenance of good order in our College.

Not only can mobile phone use be disruptive, using mobile cameras (still and video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and will not be permitted.

The multi-function capacity of these communication devices also compromises the ability of the College to control internet access and apply aspects of our College's Anti-bullying and Harassment Policy.

**2.0 - Aims:**

To ensure that student engagement and learning is maximised whilst protecting the privacy and security of all people within our College.

**3.0 - Implementation:**

- Students are encouraged **not** to bring mobile phones and other similar portable devices to our College. The College takes no responsibility for loss or theft of these items. If these items are brought to the College, they are not to be seen or heard on College property, including before school and during breaks. This approach complies with the Education Department's *Off and Away all Day* expectation.
- Students using mobile phones, or similar devices (not including BYOD devices), before school or during breaks will be reminded **once** to put the device away. Failure to comply will result in the teacher recording the student's name and the phone being confiscated and stored in the Front Office for collection by the student at the end of the day. Multiple offences will be dealt with as shown below. This policy applies to earphones and ear buds so students are required to store these in their bags at all times.
- If a teacher observes a student using a mobile phone or other similar device without permission during class time, the following procedures are to be followed:
  - The device used within the classroom by the student will be placed in a clear container on the teacher's desk (Phone Jail). If the student has complied when asked then at the end of the lesson, the student can collect the phone, or similar device, from the teacher and place it in their bag.
  - In practical subjects (PE, Technologies etc), where a 'Phone Jail' is not manageable, phones must remain in the student's bag. Failure to comply will result in the phone being confiscated by the teacher without warning.

- If the student uses their device repeatedly in class without permission then it will be confiscated by the teacher, clearly labelled and lodged with Front Office staff in an appropriate secure location. The following will apply:
  - **First Confiscation** - The mobile phone or similar portable device can be collected from the Front Office by the student at the completion of the College day.
  - **Second Confiscation** - The mobile phone or similar portable device can be collected from the Front Office by a parent/carer.
  - **Third Confiscation** – A third breach will require the parent/caregiver to meet with the Student Services Manager to plan for immediate compliance with this policy by the student.
  - **Fourth Confiscation** – A fourth offence will require the student and their parent/caregiver to meet with the College to show cause why a phone prohibition should not be implemented. Failure to meet or show cause will result in a phone prohibition being implemented.
  
- Failure to surrender a phone to a staff member when requested will be dealt with under our College *Code of Conduct* as disobeying direct instructions. This may result in suspension from the College.
  
- The use of BYOD devices and their embedded camera for both still and video photography can occur only with the express permission of the classroom teacher for curriculum purposes.
  
- Any student not following this policy will have the above sanctions applied. In addition, the following needs to be understood:
  - Any students found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents, community members or staff on College premises will be suspended immediately. The period of this suspension will be at the discretion of the Principal and is likely to be longer if the footage is uploaded on social media.
  - The imposition of this suspension could also include students having their access to the Byford Secondary College network suspended and/or a prohibition on bringing a phone to the College imposed.
  
- Should a student be found to be in possession of a phone or similar device during a prohibition period, a suspension period will be applied.

#### **4.0 - Exemptions**

The use of a phone, or similar mobile device, may be permitted where:

- a teacher has expressly given permission as a part of a planned educational activity;
- a documented plan for a student is in place; and/or
- where the Principal has given approval to support a student's health.

Students may use the College phones if it is important that parents are contacted. To do this, students must go to the Student Hub.

**Parents/Caregivers are expressly asked not to make direct contact with a child on their mobile phone during the time that the student is on College grounds.**

**Parents wishing to contact their children for emergencies only, can do so via reception on 9550 6100. Due to the number of students in the school we are only able to pass on URGENT messages from parents/caregivers.**