

## Mobile Phone Policy – Student Use

### Purpose

To explain to our school community the Department of Education's and Hallam Secondary College's policy requirements and expectations relating to students using mobile phones during school hours.

### Scope

This policy applies to:

1. All students at Hallam Secondary College
2. Personal mobile devices brought onto school grounds during school hours, including recess and lunchtime
3. All college learning and engagement activities including lessons, excursions, incursions, study lessons, library and other school activities including sports.

### Definitions

For the purpose of this policy, **A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

### Policy

Hallam Secondary College understands that students may bring a mobile phone to school, particularly if they are travelling independently to and from school.

At Hallam Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school's office.

### Personal mobile phone use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Hallam Secondary College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

## Secure storage

Mobile phones owned by students at Hallam Secondary 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 Hallam Secondary 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.

Where students bring a mobile phone to school, Hallam Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Hallam Secondary College students are required to store their phones in lockers with the padlock provided.

## Enforcement

Students who use their personal mobile phones inappropriately at Hallam Secondary College may be issued with consequences consistent with the Hallam Secondary College Engagement and Wellbeing Policy.

At Hallam Secondary College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone:

- 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

The following two 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 only in accordance with the Department's [Mobile Phones — Student Use Policy](#) and documented as follows

### 1. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

## 2. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	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.

### Camps, excursions and extracurricular activities

In most circumstances, students will not be allowed to bring their mobile phones on overnight school camps or excursions. Hallam Secondary 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.

### Exclusions

This policy does not apply to:

- Out-of-school-hours events
- Travelling to and from school
- iPads and all other personal devices
- Students who are undertaking VET
- Students undertaking workplace learning activities, e.g. work experience

### Related policies and resources

- [HSC Student Engagement and Wellbeing Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

### Policy review and approval

Policy last reviewed	December 2023
Approved by	Principal
Next scheduled review date	November 2026