



<b>POLICY</b>	<b>Student Mobile Phone, Personal Device and Smartwatch</b>
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Policy Owner	Principal
Function/Area	Student Wellbeing

## Policy Statement

This Acceptable Use Policy for mobile phones, personal devices and smartwatches provides students and parents/guardians guidelines and instructions for the appropriate use of mobile phones, personal devices and smartwatches at school and at school events. The Acceptable Use Policy for mobile phones, personal devices and smartwatches also applies to students during College excursions, camps and extra-curricular activities.

## Policy Scope

This policy applies to **all** devices with mobile phone connectivity capacity. The College acknowledges that there may be a need for a student to have these devices when travelling to and from school. The College will not guarantee the physical security of a device or accept any responsibility for these items.

## Policy Principles

Policy Principles are categorised into the headings of:

1. **SENIOR SCHOOL: STUDENT USAGE AND STORAGE OF MOBILE PHONES, PERSONAL DEVICES AND SMARTWATCHES AT SCHOOL, EXCURSIONS AND SPORTING EVENTS**
2. **JUNIOR SCHOOL: STUDENT USAGE AND STORAGE OF MOBILE PHONES AT SCHOOL, EXCURSIONS AND SPORTING EVENTS**
3. **CONSEQUENCES**
4. **CONFISCATION PROCESS**
5. **THEFT OR DAMAGE**
6. **INAPPROPRIATE CONDUCT**

1. **SENIOR SCHOOL: STUDENT USAGE AND STORAGE OF MOBILE PHONES AT SCHOOL, EXCURSIONS AND SPORTING EVENTS:**

- The device is to be turned off and kept secure in their locker. Students in Years 7-10 **are strictly forbidden** to access or have these devices on their person at any time between the hours of 8:40am and 3:20pm.
- Students in Years 11 & 12 must secure their mobile phone in their locker. They are not permitted to have their mobile phone on their person during school hours. However, they are permitted to access their mobile phones **during break times only, at their locker. They are not to be used anywhere else on College grounds.** The usage of mobile phones is under the provision it is used in a manner which is in keeping with the College values of respect and integrity. No filming is permitted. This access is to enable communication with workplaces, and not for means of texting/messaging friends, gaming or access to social media platforms.

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- Devices are not permitted to be taken on any excursions or school camps. However, if students are leaving the College for sport, outdoor education or any other activity and returning after 4:00pm or if involved in an activity on the College campus which concludes after 4:00pm, students will be permitted to place their phones in their bags and take them with them but under no circumstances may they be used during the hours of the College activity.
- For College activities that are held in the evening, either on or off campus, students in Years 10 - 12, for security reasons, may have their phones. They are not permitted though to film other students. Photographs, video or digital images of a student are considered 'personal information' and therefore their use and disclosure are governed by the *Privacy Act 1998 (Cth)*.
- As students are not permitted to access their phones, should the need arise, all parents/guardians are requested to contact their children through the College Reception. Similarly, if a student needs to contact their parents/guardians, with approval from staff, this can be done through College Reception.
- Smartwatches will now be treated the same as mobile phones if used for messaging or calling during school hours.
  - If used during class time, students will be required to take the device to College Reception, and it will be recorded as a warning.
  - On a second offence, students will receive an internal suspension.
  - During assessments, students must remove smartwatches and place them on the teacher's desk.

## 2. JUNIOR SCHOOL: STUDENT USAGE AND STORAGE OF MOBILE PHONES AT SCHOOL, EXCURSIONS AND SPORTING EVENTS

Students are discouraged from bringing mobile phone devices to school unless they need them when travelling to and from school. During school hours the students, with approval from their teachers, should contact parents/guardians College Reception if necessary. Parents/guardians can also leave messages for their children at College Reception.

The procedures for Junior School students with phones are:

- On arrival at school the student must immediately hand the phone in to their classroom teacher for safekeeping. The student is to place the device in to the provided locked box.
- On departure from the school, the student will be able to collect their phone from the locked box.

## 3. CONSEQUENCES

Breaches of this policy may result in temporary removal of the student's mobile phone, personal device or smartwatch, rescinding their permission to bring a mobile phone, personal device or smartwatch to school or some other consequences determined by the College.

**Senior School: If a student contravenes rules of mobile phone, personal device or smartwatch usage the following progression of consequences occurs.**

- First Occasion - mobile phone, personal device or smartwatch to be handed in to College Reception and student receives a warning. Students name is entered on spreadsheet at reception.
- Second Occasion - mobile phone, personal device or smartwatch to be handed in to College Reception and the student is issued with an in school suspension. Student's parents/guardians are informed.

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- Third Occasion - mobile phone, personal device or smartwatch to be handed in to College Reception and the student is issued with an in school suspension. Student's parents/guardians are informed.
- Fourth Occasion - mobile phone, personal device or smartwatch to be handed in to College Reception. Parents/guardians contacted and student is no longer permitted to bring phone to school.
- Any further breaches result in an out of school suspension and a meeting with the Principal/Deputy Principal (or delegate).

#### 4. CONFISCATION PROCESS

- Staff should not handle a student's mobile phone, personal device or smartwatch at any time and should not attempt to take it off them. Staff are to note the student's name and year group, and record this in TASS and direct them straight to College Reception to hand in the mobile phone, personal device or smartwatch.
- If student have been directed to College Reception to drop off their mobile phone, personal device or smartwatch they are to place the device in a clear vacuum seal plastic bag, write their full name, the date and their year group on a slip of paper, place it in the bag, seal the bag and place the mobile phone, personal device or smartwatch in the box.
- On retrieval of the mobile phone, personal device or smartwatch at the end of the day they remove it from the box and the plastic bag and hand the bag and the slip of paper to reception. Student information is recorded.

#### 5. THEFT OR DAMAGE

- Students who bring a mobile phone, personal device or smartwatch onto school premises should leave it locked away in their locker as soon as they arrive. In order to reduce the risk of theft during school hours, students who carry mobile phone, personal device or smartwatch are advised to keep them well concealed and not 'advertise' they have them.
- Mobile phone, personal device or smartwatch which are found in the College and whose owner cannot be located should be handed to College Reception.
- The College accepts no responsibility for replacing lost, stolen or damaged mobile phone, personal device or smartwatch.
- The College accepts no responsibility for students who lose or have their mobile phone, personal device or smartwatch stolen while travelling to and from school.
- It is strongly advised that students use access security on their mobile phone, personal device or smartwatch. Students must keep their password/pin numbers confidential.

#### 6. INAPPROPRIATE CONDUCT

- Any student caught with a mobile phone on their person during school hours will be asked to immediately hand the phone in to College Reception. They will be able to retrieve it from there at 3:20pm. Their name will be recorded, and should the student reoffend, permission to bring the item to school may be withdrawn and an in-school suspension will be issued for their second offence.
- Student refusal to hand the mobile phone, personal device or smartwatch in when requested will be regarded as misconduct and result in an immediate in-school suspension.
- Any student/s caught using a mobile phone, personal device or smartwatch to cheat in exams or assessments will face disciplinary action.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.

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- Students with a mobile phone, personal device or smartwatch may not engage in personal attacks, harass another person, or post private information about another person using messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phone, personal device or smartwatch to bully other students will face disciplinary action.
- As it is a criminal offence to use a mobile phone, personal device or smartwatch to menace, harass or offend another person the school may report such actions to the police dependant on severity.
- As it is a criminal offence to distribute intimate images or threaten to distribute intimate images, any student doing so will be reported to the police or other relevant organisations.

## Related Policy and Procedures

Policy Behaviour Management

Policy Child Protection

Policy ICT policy

Code of Conduct - Student

## Applicable Legislation

Privacy Act 1988 (Cth)

## Responsibilities

### Staff Responsibility

Each Staff member has the responsibility to:

- Report instances when students have a phone on their person
- Ensure instances are reported to relevant parties when phone is required to be handed in

### Manager's Responsibility

The Principal and the College Leadership has responsibility to:

- Ensure equitable enforcement of the policy
- Deliver consequences to students in breach of the policy
- Review the policy
- Report serious breaches to the relevant organisation including Department of Child Protection and Family Services or the Police

### College's Responsibility

Tranby College has a responsibility to:

- ensure that all staff have access to the policy
- ensure that all students have access to the policy
- ensure that all parents have access to the policy
- ensure that the policy is fairly and justly applied across Tranby College
- respond to the needs of a particular individual as appropriate within the values of Tranby College
- comply with legislated requirements

## Further Information

Further information concerning any aspect of this policy may be directed to the Deputy Principal.

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## Policy Sign off & Acceptance

Sign off is required by:

**Principal**

## Revision History *(filled out Board or Principal)*

Version	Approved/ Amended/ Rescinded	Date	Board/ Principal	Approval/ Resolution Number	Key Changes & Notes
	Approved	June 2021	Principal	June 2021	Reformatted and updated
-	Approved	March 2022	Principal	March 2022	Updated job titles
	Approved	Oct 2025	Principal	October 2025	Updated, processed and reviewed

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