



Mobile Phones and Electronic Devices Student Use Policy

Purpose

To explain to our school community the Department's and Cobden Technical School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices including smart watches and wireless earbuds during school hours.

Scope

This policy applies to:

1. All students at Cobden Technical School and,
2. Students' personal mobile phones and other personal mobile devices including smart watches and wireless earbuds brought onto school premises during school hours, including recess and lunchtime.

Definitions

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches and earbuds.

Policy

Cobden Technical School understands that students may bring a personal mobile phone, wireless earbuds or smartwatch to school, particularly if they are travelling independently to and from school.

At Cobden Technical School

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Devices that are capable of receiving notification including smartwatches and fitbits must have notification turned off.
- Wireless earbuds need to be securely stored and are not be permitted to be worn during school hours
- Students are not permitted to access their mobile phones, earbuds or communication applications on smart watches during lunchtime, recess or any other break times and whilst on school grounds.
- 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.

- Students will use their laptop for educational purposes only. Mobile phones or smart watches are not to be used for educational purposes.
- The use of wired in headphones with laptops, is permitted in class under the instruction of a teacher when direct instruction is not taking place.

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 Cobden Technical School 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.

Parent/carer contact with their child during the school day

Parent/carers are asked to contact Administration if they wish to contact their child, rather than calling or sending a text message during school hours.

If a student is unwell they should follow normal procedures, seek permission to go to the sick bay and administration staff will contact the parent / guardian, if required.

Secure storage

Mobile phones owned by students at Cobden Technical School are considered valuable items and are brought to school at the owner's (student's or parent/carers) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Cobden Technical School 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. Refer to the Cobden Technical School's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).]

Where students bring a mobile phone to school, Cobden Technical School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Cobden Technical School students are required to store their phones either in their lockers locked by students personally supplied lock or handed into the school administration office to be placed in a lockable safe.

Enforcement

Students who use their personal mobile phones inappropriately at Cobden Technical School may be issued with consequences consistent with our school's existing student engagement policies, *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

At Cobden Technical School inappropriate use is stated as the following, unless an exception has been granted.

- Inappropriate use of mobile phones or ear buds is **any use during school hours**
- Inappropriate use of a smart watch is **any use of the device's communication applications during school hours**

This particularly applies to the 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

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.

Exceptions can be granted by the Principal in accordance with the Department's Mobile Phones — Student Use Policy.

The three categories of exceptions allowed under the Department's Mobile Phones — Student Use Policy are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

2. 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

3. 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

Cobden Technical School 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, smartwatches and earbuds.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. Work Experience

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions

- Hard copy available from school administration upon request

Related policies and resources

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

CTS Breach of Mobile Devices Policy Consequences attached at end of document

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Consultation	School Leadership
Approved by	Principal, Narelle Holliday
Next scheduled review date	June, 2027

