

Mobile Phone Implementation



Help for non-English speakers

If you need help to understand the information in this policy please contact the front reception on 03 5942 4000.

In line with the Victorian Government's Ministerial Policy, which came into effect in January 2020, and the Officer Secondary College Mobile Phone Local Policy, *all members of the Officer Secondary College staff are expected to comply with the school's approach as outlined below.*

1. **Sub school Leaders** will ensure that there is a compass post visible to their parents and students stating the OSC requirements for their students
2. **The ICT manager** must ensure that the OSC Mobile Phone Policy is uploaded to the college website and alert parents via compass that it is there
3. **The OSC Executive Team** will ensure that the OSC Facebook page and/or Compass feed has regular posts related to student compliance with the OSC Mobile Phone Policy
4. **All classroom teachers** are to be vigilant in monitoring students as they enter the classroom and throughout the lesson
5. **All yard duty teachers** are to be vigilant in monitoring students in the school yard and within the learning community buildings
6. **All Sub school assistants** will ensure confiscated mobile phones are stored securely in mobile phone lockers. Sub school assistants will make record of which locker student phones are in on Compass.

Methodology

- (First offence) If a student is in possession of a phone during school hours, whether in timetabled class, the yard or Learning Community buildings, teachers or support staff are to remind student they are not complying with the OSC Mobile Phone Policy. Students are required to hand phone to staff member immediately. Staff member to take phone to student's Sub school for safe keeping in Mobile Phone lockers. Student to collect from Sub school at the end of the day. Lunchtime detentions will be issued.
 - Classroom Teacher / Yard Duty Teacher completes the Compass Post "Confiscated Mobile Phone - LTD" post
 - Sub school staff member (Sub school assistant or SSLCL/LCL, LCA) to record locker number on "Confiscated Mobile Phone – Locker" post
 - If a student is not complaint and does not hand over their phone, an after school detention is issued

Mobile Phone Implementation



- (Second offence) If a student is in possession of a phone during school hours in timetabled class, the yard or Learning Community buildings, for a second time, teachers or support staff are to remind student they are not complying with OSC Mobile Phone Policy. Students are required to hand phone to staff member immediately. Staff member to take phone to student's Sub School for safe keeping in Mobile Phone lockers. Parents will be called to collect the phone and students will be required to sign the Mobile Phone contract, upon which the student's phone is signed in upon arrival at school each day and held at the sub school until the end of the day. After school detention issued.
- (Third Offence and any subsequent offences) A student has a third occurrence of possessing a phone during school hours, their phone will be confiscated and taken to the front office, where it will be held until parent is called. Parent and student must meet with LCL, SSLCL or member of Executive team before the student can take their phone home. The student will be suspended whether the phone is handed over without protest or not.

If at any stage a student refuse to hand over their mobile phone to any Member of Staff, the following process will be followed:

- Classroom Teacher / Yard Duty Teacher:
 - Notifies the student that they are refusing to follow the OSC Mobile Phone policy and that the student will now receive an ASD in addition to the relevant consequence outlined above and the student is still required to hand over their phone to the Classroom Teacher / Yard Duty Teacher.
 - Classroom Teacher / Yard Duty Teacher completes Compass Post "Failure to follow the OSC Mobile Phone Policy (ASD)"

If the student continues to refuse to hand over their mobile phone:

- Classroom Teacher / Yard Duty Teacher:
 - Advises the student that they are now refusing to follow reasonable teacher instructions and as consequence they will be removed from class. Student is to be sent to the relevant SS office and placed in a Later Years classroom (7-10 students) or sent home (11-12 students)
 - Classroom Teacher completes the Compass Post "D Remove" and selects Other – Continued Refusal to Follow Mobile Phone Policy.

The relevant SSL / LCL will request that the student hands over their mobile phone. Once that has been completed the student is able to return to class, after the appropriate removal time has been completed.

If the student continues to refuse to hand their mobile phone over:

- Sub School Leader / Learning Community Leader:
 - Advises the student that has they have failed to follow reasonable staff instructions multiple times, as a consequence they will be removed from class for the rest of the day and/or sent home (Seniors).

Mobile Phone Implementation



Exemptions to the Mobile Phone Policy

Long term exemption will only be granted under the Ministerial Policy for the categories of:

- I. Medical
- II. Serious Health and Wellbeing
- III. Managing students offsite

Request for exemption must be brought to the attention of the Principal by the Sub School Leader only. Documentation pertaining to the exemption must be provided by the parent and signed by authorised Medical Practitioners only.

The attached documentation must be completed, handed in at the Administration Office and Principal authorisation must be given. A meeting will be required with parents, student and SSL once Principal permission has been given before the student is able to carry their phone. They will be inducted into **Acceptable Use of Mobile Phones by Students with an Exemption.**

Office Use Only

Date Implemented	May 2024
Author	Officer Secondary College
Approved By	Executive Team
Date for Review	May 2025
Responsible for Review	Executive Team