



## **MOBILE TELEPHONE & ELECTRONIC DEVICES POLICY - STUDENT**

College council will review this policy every three years or as directed by DET

**Date approved:** August 2018

**Date of next review:** 2021

### **RATIONALE**

Many students have access to mobile telephones and electronic devices, Access to continuous communication is valued by a significant number of people. Privacy issues also arise due to developing technology. Guidelines regarding the possession, security and use of mobile telephones/electronic devices by students at College aim to prevent interruptions to the efficient running of College activities and to protect the privacy of individuals.

### **PURPOSE**

- To ensure that the use of mobile telephones and electronic devices not interfere with the effective conduct of classroom activities and examinations.
- To protect the privacy of individuals.
- To ensure that procedures are in place to minimise theft.

### **GUIDELINES**

#### **College Rules:**

1. Mobile telephones and other electronic devices must be turned off and placed at the front of the classroom or kept out of sight unless otherwise instructed by a teacher.
2. Mobile telephones and other electronic devices must not be taken into examination / test rooms either on the person or in a bag. Doncaster Secondary College operates internal and external exams under the Victorian Curriculum and Assessment Authority (VCAA) rules which state that:  
*“Mobile telephones and other unauthorised electronic communication devices, such as organisers, iPods, MP3 players, electronic dictionaries and computerised pens, stopwatches and watches, which are capable of storing, receiving or transmitting information or electronic signals are not permitted in an examination room under normal written examination conditions. Confiscated mobile telephones and other devices may be held for up to three months”. VCAA website.*
3. Mobile telephones and other electronic devices must not be taken into toilet facilities or change-rooms.
4. Electronic devices must not be used to photograph or film students, staff or visitors to the College without their express permission.

#### **College Consequences for Breaches of the Policy:**

The following penalties will apply for breaches of the above rules:

- **Mobile Telephones/Electronic Devices in the Classroom:**

The student will be sent to the appropriate sub-school office and the mobile telephone (including the SIM card) / electronic device will be confiscated, turned off, named and secured until collected. The confiscation and return of mobile telephones / electronic devices will be recorded in a register. Devices will be returned in accordance with the College Rules, Expectations and Procedures as outlined in the Student Planner.

The student may also incur a further penalty, e.g., detention, depending on the nature of the incident. Parents will be notified regarding repeat breaches.

- Mobile Telephones/Electronic Devices in Examination/Test Rooms:

The examination supervisor/teacher will contact either the relevant Head of School, Assistant Principal or Principal and the mobile telephone will be confiscated as per point 2 above.

In external Year 12 exams, including the GAT, any the mobile telephone/electronic device brought into the exam room will be confiscated by the supervisor.

The student may also incur a penalty, as outlined in point 2 above. Penalties may include cancellation of the exam result and a fail result for the unit/subject. Parents may be contacted regarding the breach.

Additionally, the College will:

- advise students that contact between parents and students in the event of an illness, emergency must be via the General Office, Level Coordinators, Assistant Principals or the College Nurse;
- not accept responsibility for the loss, theft or damage to mobile telephones / electronic devices at school;
- advise parents that the College does not have insurance to cover loss, theft or damage of any student property;
- advise students / parents via the Student Planner, College Newsletter, assemblies and other forum of the security issues regarding the bringing of mobile telephones, electronic devices and other valuable objects to school; and
- have the right to request access to the electronic device and data where the school deems or has reasonable suspicion that the data may be inappropriate.