

## MOBILE PHONE MANAGEMENT PROCEDURES

### Mobile Phone Management Procedures

In the event that a student breaches the Mobile Phone Policy the following actions will apply:

#### Student Mobile Phone Incident Procedures

##### Level 1: First Incident

The mobile phone will be removed from the student. The device will be able to be collected from the Year Level Coordinator at the end of the day. The incident will be recorded in SMT.

##### Level 2: Second Incident

The mobile phone will be confiscated and a parent/guardian contacted for collection of the phone. The incident will be recorded in SMT.

##### Level 3: Third Incident

The mobile phone will be confiscated and a parent/guardian contacted for collection of the phone. Students will receive an internal suspension. The incident will be recorded in SMT.

**Note: In the event of a breach of the policy, where a student refuses to hand over a mobile phone, the resultant actions will immediately escalate to the next level.**

**On Subsequent Occasions:** The mobile phone will be confiscated and a parent/guardian contacted for collection of the phone. The student will be suspended (either internally or externally) for failing to follow school rules and procedures. The incident will be recorded in SMT.

**Note:** The school will contact the police if there is any evidence of illegal or threatening activity resulting from the use of mobile phones during school hours.

### What Parents/Caregivers Can Do

- Be supportive of our responsibilities to ensure that Stawell Secondary College has a safe environment.
- Encourage their child to leave their mobile phone at home.
- Encourage appropriate use of the mobile phone.
- Understand that a student accepts sole responsibility for the care of the mobile phone. As with other personal items, the school takes no responsibility for phones that are lost, damaged or stolen.