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RELATED DOCUMENTS:	Legislation: Child Wellbeing and Safety Act 2005 Child Safe Standards Victorian State Government Students using Mobile Phones Policy Documents: PPP149 Student Code of Conduct PPP145 Social Media Guidelines PPP163 Complaints and Appeals Policy PPP141 Complaints Resolution Procedure TL117 Student Behaviour Plan – VETDSS TL117a Behavior plan Class Evaluation – VETDSS PPP149b Behaviour Management Guidelines

Introduction

The Mobile Phone & Device - VETDSS guideline is to support all South West TAFE VETDSS staff and students to enjoy a safe, comfortable, and supportive work/learning environment. It also describes the actions to be taken when a breach of this Guideline occurs. The VETDSS Mobile Phone and Device guidelines must be read in conjunction with the VET DSS Behaviour Management Guidelines.

Scope

This Guideline applies to all students enrolled at SWTAFE under the VET DSS program who are under the care of a SWTAFE teacher.

Definition

A mobile phone or a device 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” also refers to any device that may connect to or have a similar functionality to a mobile phone (including devices that have their own cellular or mobile connectivity such as iPads or smart watches that contain a SIM card).

VET DSS Mobile Phone Guidelines

SWTAFE understands that students will bring a personal mobile phone to the TAFE.

At SWTAFE:

- Students who choose to bring mobile phones to TAFE must have them switched off and securely stored during class hours. SWTAFE staff request students store phones away at the beginning of class.
- Students who bring a learning device to TAFE that has mobile connectivity (such as an iPad or smart -watches with a SIM card) must leave the device's SIM card at home prior to bringing the device to TAFE.
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When an emergency occurs, parents/guardians should reach their child by calling the VET DSS team on Susan Pettigrew 03 55648 829 or Stacey Gill 03 55648589 or Alison Pollock 5548 715 who will contact the student's SWTAFE teacher. The VET DSS website also has a list of SWTAFE course staff contacts <https://vetdss.swtafe.edu.au/course-contacts>

Exceptions

Exceptions to the guideline may be applied during SWTAFE hours if certain conditions are met, specifically,

- Health and wellbeing-related exceptions, such as physical health conditions and
- Exceptions related to managing risk when students are offsite.
- Teachers permits usage so student can complete work – set time only Eg. SWTAFE online

Secure storage

Mobile phones owned by students at SWTAFE are considered valuable items. SWTAFE will take all reasonable steps to ensure the security of items, however personal items such as a phone brought to SWTAFE are the responsibility of the student.

Where students bring a mobile phone to SWTAFE, there will be secure storage available at each class if the student chooses to use it. Phones left in student bags are at their own risk.

Secure storage is storage that cannot be readily accessed by those without permission to do so.

Enforcement

If students use their mobile phone during SWTAFE class hours and an exception has not been granted, a SWTAFE staff member will instruct the student to place the mobile phone into a secure place where it cannot be accessed during class. If the student refuses to hand over the mobile phone, the staff member will implement the relevant disciplinary provision within the student behavior policy.

This may include confiscation of the mobile phone for the remainder of the class where it will be placed in a secure storage location. If student becomes disruptive follow 'Time out' procedures.

Students will be able to collect their mobile phones from the campus at the end of the TAFE day. The same procedure will apply for students who use a learning device with mobile connectivity (such as an iPad or smart watch with SIM card) to bypass SWTAFE networking filters whilst at SWTAFE.

Applications for Exceptions

Individual student exceptions to the Guideline:

- may be applied during class hours if certain conditions are met (*in line with Victorian State Government – Students Using Mobile Phones policy*)
- can be granted by the Senior Educator or by the teacher, in accordance with this Guideline.
- must be documented and kept with the students' academic file.

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Record Keeping

All breaches of the Mobile phone & Device - VETDSS Behavioural guideline must be noted and dated by the attending staff member. For any breaches resulting in a suspension period of greater than one day the relevant staff member must complete a *Student Behavioural Plan VETDSS* and *Behaviour Plan Class Evaluation*

Access and Equity

South West TAFE is committed to adhering to access and equity in the implementation for this guideline. For more information please visit: [South West TAFE's Diversity, Equity and Inclusion Initiatives](#)