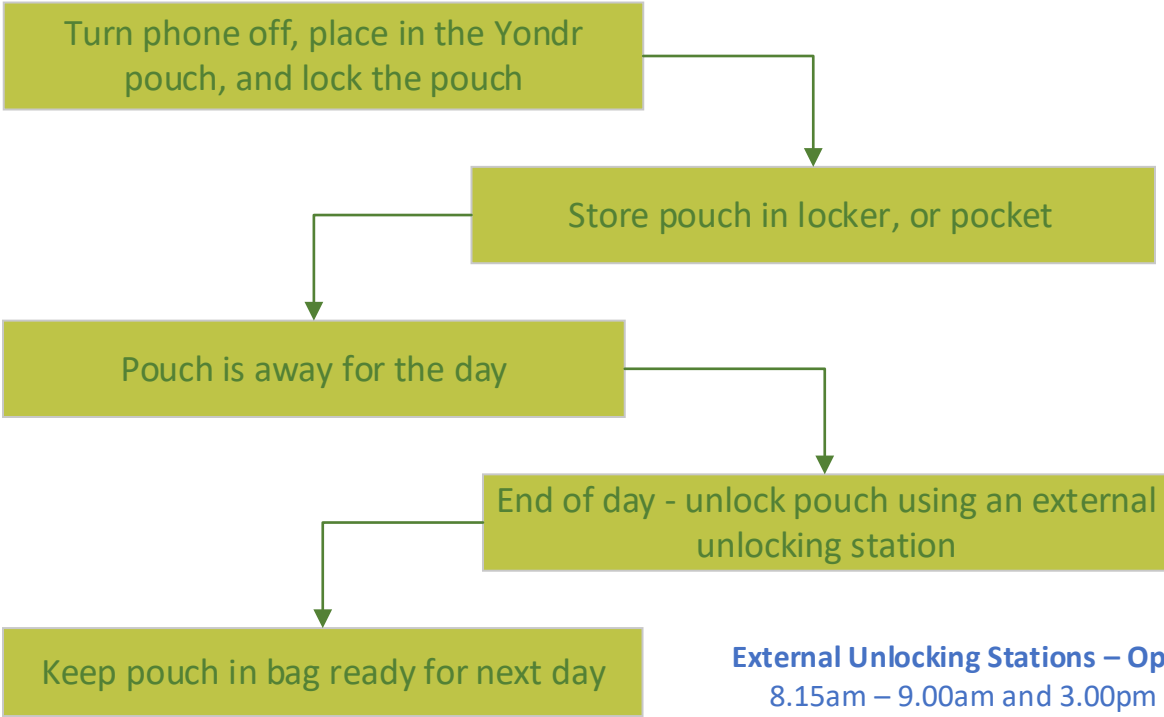




# Mobile Phone Procedures



**External Unlocking Stations – Opening Times**  
 8.15am – 9.00am and 3.00pm – 3.45pm

**Random Compliancy Checks**  
 School leaders conduct random checks from time to time using a portable unlocking station.  
 Student(s) who are in breach of the mobile phone policy will receive a consequence as outlined below.

**Student With A Documented Medical Reason**  
 Students who need access to their phone during the school day for a documented medical reason (e.g. diabetes) will be given a velcro pouch.  
 The same expectations apply to students with a velcro pouch.  
 Students with a velcro pouch will be flagged in Daymap.

**Portable Unlocking stations**  
 Used by teachers to temporarily unlock pouches so phones can be used at that time for an approved educational purpose.  
 Portable unlocking stations are booked through the IT Help desk.

**Deliberate Damage of Pouches**  
 - Is treated as a behaviour issue. Report incident using a Behaviour Record in Daymap.  
 - Sub School Leaders follow up and assign appropriate consequences.  
 - Parent/Caregivers will be invoiced for a damaged pouch needing replacement.

**Consequences will typically escalate as outlined below.**  
 First incident - phone confiscated and held in the front office. Parent called by the SSL and asked to take their child home for the remainder of the day.  
 Second and subsequent incidents - student is internally suspended, then externally suspended.