HARVESTER TECHNICAL COLLEGE

Mobile Phone Policy & Procedures

Personal mobile phone use

*In accordance with the Department's **Mobile Phones Policy**, personal mobile phones and devices **MUST NOT** be used at Harvester Technical College (HTC) during school hours, including lunchtime and recess, unless an exception has been granted.*

Mobile phones and other personal devices owned by students at HTC are considered valuable items and are brought to school at the owner's risk.

Where a student brings a mobile phone and/or other personal device to school, they must place them in their locker on arrival, where they will remain until the end of the school day.

Mobile Phone Policy

In the event a student does not comply with the College's Mobile Phone Policy:

1. The student will be directed by a staff member to take their mobile phone/personal device to the School Office where it will be signed in and secured.

2. The student will receive a ***Mobile Phone/Personal Device Sign-in Slip*** which is to be handed in to the teacher upon returning to class/designated area.

3. Parent/carer will receive an SMS notifying them of the incident.

4. The student will be issued with an after school detention by the Coordinator/Campus Manager.

5. The student may collect their mobile phone/personal device from the School Office at the conclusion of the school day.

6. Repeated non-compliance will result in the student having to sign in their mobile phone/device each day for a period determined by the Coordinator.

7. Further non-compliance of the Mobile Phone Policy will result in the student and parent/carer attending a meeting with Student Management to discuss further actions and expectations.

In the event that the student does not follow teacher instructions, they will be sent directly to the Student Management Office.