



Device Confiscation Process

Process

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Approved by:	Senior Leadership Team

To provide a safer learning environment free from distractions, Greater Shepparton Secondary College will be ensuring students follow our Mobile Phone Policy.

The policy is simple: **mobile phones brought to school must be switched off and stored securely during the school day.** This policy has been in place at all government schools since 2020.

**NOTE: The Executive Principal has authority over all allowable mobile phone use on school property. A very small number of exemptions to this rule may be granted should a student require a device for proven medical reasons.*

Step	Item	Who
DO THE RIGHT THING	Either don't bring your devices to school or secure it in your locker at first bell. It must remain there until the final school bell.	Student
MAKE THE RIGHT CHOICE	Everyday HG teachers will reminder students to place their devices in lockers. At HG time only students can take devices back to their lockers.	Student
CONSEQUENCES OF POOR CHOICE	If a student is seen with device in class or yard they will be required to hand over the device to the staff member. The device will be secured in the main office until the end of the day when the student can collect it.	Confiscating Staff member
REPEATED POOR CHOICE	After the first offence, devices will be retained by school and the device can only be collected by a parent/carer. Note: Added consequence of getting device confiscated five (5) times is to lose privilege to attend school event eg camps, excursions, Year 10 Formal, Presentation Ball, Year 12 graduation, sporting events: represent school, summer and winter sports, Harmony Week participation, Big Day Outs	House Leader to contact Parent/carer Parent/carer to collect device
	Note: Students are NOT to have devices in pockets or bags in class, devices MUST be in lockers or left at home.	

REFUSAL TO COMPLY

Step	Item	Who
If student refuses to hand over their device.	Staff member will notify leadership. Leadership will then follow up with the student. The device will be removed and parents/carers will be rung and a meeting set to discuss the consequences of refusing to comply.	Staff member notify leadership Leadership to make contact with student Leadership make meeting with parent/carers
First refusal (per day)	Meeting with parents	Leadership
Second refusal (per day)	One (1) day suspension (internal or external) On second refusal student will have added consequence of losing privilege to attend school event eg camps, excursions, Year 10 Formal, Presentation Ball, Year 12 graduation, sporting events: represent school, summer and winter sports, Harmony Week participation, Big Day Outs	Leadership
Third refusal (per day)	Two (2) days suspension (internal or external)	Leadership
Three or more refusals	Consequences may include; suspensions and/or loss of device for a week	Leadership
	Note: Each suspension is followed by return to school meeting with parents or SSG with student and HL if parent don't attend. In return to school meeting need to include a wellbeing referral to be allocated to wellbeing for device addiction.	