



Dear Parents and Carers,

As previously communicated via the Teacher Advisor meetings, Damascus College will be moving in-line with the Victorian Ministerial Policy issued by the Minister for Education (2020), whereby student personal mobile phones must not be used at Damascus College during school hours.

## FAQ

### **Can my child carry their phone on their person, or use their phone throughout the school day?**

No, the students are required to have their phones switched off and placed in their locker for the entire school day.

*(School Hours are 8.30AM – 3.18PM)*

### **My child has a smart watch, can they still wear it?**

Yes. Smart Watches are not covered under the Victorian Ministerial Policy, however, if a student is found to be texting or distracted in class via the watch, it will be treated as a mobile device.

### **What will happen if my child is caught with their phone?**

As per the Mobile Phone Policy:

1. The First Breach requires students to turn the phone off and hand the phone into student reception. An SMS will be sent from the College notifying parents/carers of this breach. The phone can be collected by the student at the end of the day from the student reception area.
2. The Second Breach requires students to turn the phone off and hand the phone to student reception. An SMS will be sent from the college indicating that the phone must be collected by the parent/carer. If unable to collect the phone, parents /carers are required to call the College and arrangements will be made with a House Leader / Assistant House Leader or member of Leadership. Subsequent breaches will also be discussed at this time.

### **Parents will be notified of breaches of this agreement through a letter sent through the Parent Access Module (PAM) of SIMON.**

*Please Note, a student who fails to hand in their phone at the request of a staff member are subject to the consequences as outlined in the student behaviour management policy.*

### **How is my child's phone kept safe during the day?**

Each student at Damascus College is provided with a lock upon enrolment and a locker each year. It is the student's responsibility not to share their locker combination with anyone, and to keep their locker locked at all times. As per the Mobile Phone Policy, Damascus College holds no responsibility in lost, damage or stolen personal mobile phones.

*If a new lock needs to be purchased, they are available at the Front office at a cost of \$15.50 each.*

**DAMASCUS COLLEGE LTD** ACN 609066775

1412 Geelong Road, Mt Clear VIC 3350

**P** 03 5337 2222

**F** 03 5330 2366

**E** info@damascus.vic.edu.au

**W** damascus.vic.edu.au

Be. My. Best.

**What if parents/carers cannot come in and collect the phone?**

Parents/ carers are asked to contact the front office, where they will be put through to a House Leader or a Member of the Leadership team to discuss.

**How can I contact my child throughout the school day?**

Parents/carers can call the Damascus College Office for urgent messages which can be passed on to students. Parents/carers can also contact their child via email throughout the school day. It is the student's responsibility to check their email.

**What if my child needs to call me through the school day?**

There is a phone at student reception that students can access to call home throughout the school day. If a student does not know their parents/ carers number, a staff member in the office will provide the details for the student. If a student is unwell and needs to go home, they must go via the Sick Bay where appropriate care and follow-up contact will occur.

**My child has a medical condition and requires their phone for a specific purpose, e.g. *Blood Glucose Monitoring***

Students with medical exemptions will be issued a mobile phone pass by their House Leader, in accordance with the Mobile Phone Policy.

**My child has diverse learning needs, which requires them to listen to music to self-regulate, can they still listen to music?**

Students with exemptions will be issued a mobile phone pass by their House Leader, in accordance with the Mobile Phone Policy.

**What if my child requires their phone in class for educational purposes?**

As per exemptions outlined in the Mobile Phone Policy, the Classroom Teacher will make arrangements with the Assistant Principal of Learning and Teaching to ensure necessary usage requirements.

**Can my child use their phone to purchase lunch at the canteen?**

No, the College Canteen accepts other payments including cash and card;  
Students can also pre-order their food via [QuickCliq](#) (*Pre-orders can be placed up to 9.30AM each day via the Hyperlink*)

**What if my child requires their mobile phone for work purposes?**

Change to work arrangements need to be made outside of school hours. Students can access their phones at the end of the school day to confirm or adjust their availability with their place of employment. Parents can contact the Front Office for urgent matters.

We look forward to working together in partnership with our Damascus College families in providing a safe environment to learn, with greater opportunities for engaging relationships, improvement in student achievement and increase in student wellbeing.

***Please refer to the Damascus College Mobile Phone Policy for all information***