



30 March 2022

Dear Parents and Guardians,

As previously communicated to students and families in the Term 1 Teacher Advisor meetings, Damascus College will be moving to the In line with the Victorian Ministerial Policy issued by the Minister for Education (2020), personal mobile phones must not be used at Damascus College during school hours.

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

FAQ

Can my student 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 student 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 any other mobile device.

What will happen if my student is caught with their phone?

As per the Mobile Phone Policy, The First Breach requires students to hand the phone to the staff member. The phone is then to be collected by the student at the end of the day from the student reception area. A letter will be sent to families via PAM of this initial breach.

The Second Breach requires students to hand the phone to the staff member. The phone is then taken 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 school and arrangements will be made with a House Leader / House Leader Assistant or member of Leadership. Subsequent breaches will also be discussed at this time. A letter will also be sent to families of this via PAM.

How does my student keep their Phone Safe?

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 \$15.00 each.*

What if I cannot come in and collect the phone?

Parents 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 student throughout the school day?

Parents are required to call the Damascus College Office, where any messages to students can be passed on via email; It is the students responsibility to check their email throughout the day.

What if my student 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/ guardians number off the top of their head, a staff member in the office can look this up 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 will occur.

My student has a medical condition and needs their phone on them 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 student has diverse learning needs, which sometimes 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 student requires to use 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.

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

The College Canteen accepts 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 student 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

Warm Regards,

Daniel Jans and Hannah Keating

Senior Wellbeing Leaders



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