



## Mobile Phone – Student Use Policy

### Purpose

To explain to our College community the Mobile Phone Policy in line with the Department of Education and Training's (DET's) policy requirements and expectations relating to students using mobile phones during school hours.

### Rationale

Mobile phones are an increasingly common communication tool within our day to day lives, however their use by students within a College environment can have a negative impact on themselves and other members of the College community. In particular, this policy aims to minimise students' use of phones:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments

For this reason, students who use their personal mobile phones inappropriately at Mount Clear College at any time, including outside of school hours, shall be issued with consequences consistent with our school's existing Student Engagement and Inclusion Policy and Anti-Bullying and Anti-Harassment policies.

### Scope

This policy applies to:

1. All students at Mount Clear College and,
2. Students' personal mobile phones brought onto school premises during school hours, including recess and lunchtime.

### Definitions

**A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

### Policy

Mount Clear College understands and acknowledges that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Mount Clear College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours (either in their locker or in a lockable cupboard in an Assistant Principal's office).
- Exceptions to this policy may be applied if certain conditions are met (see below for further information).
- When emergencies occur, parents or carers should reach their child by calling the College Front Office.

### Personal mobile phone use

In accordance with the DET's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Mount Clear College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

### Secure storage

Mobile phones owned by students at Mount Clear College are considered valuable items and are brought to school at the owner's (student's or Parent/Carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Mount Clear College does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone to school, Mount Clear College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Mount Clear College students are required to store their phones, either in their lockers or handed into an Assistant Principal's office to be placed in a lockable cupboard.

### Enforcement

At Mount Clear College inappropriate use of mobile phones is **any use during school hours, from 9am until 3.15pm**, unless an exception has been granted. If a student is found to have a mobile phone within these times the following will apply:

- The student will be asked to turn the phone off and hand it to the staff member
- The phone will be taken to the Front Office for safe-keeping
- The student's parent or guardian will be contacted and asked to collect the phone from the Front Office
- The phone will be kept securely at the Front Office until it can be collected by the parent or carer.

Whilst this policy does not currently apply to wearables, eg. smart watches, there is an expectation that should a student wear a smart watch that notifications be switched off during school hours.

### Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - Health and wellbeing-related exceptions; and
  - Exceptions related to managing risk when students are offsite.
- can be granted by the Principal in accordance with the DET's [Mobile Phones Policy](#).

The three categories of exceptions allowed under the DET's [Mobile Phones Policy](#) are:

#### 1. Learning-related exceptions

Specific exception	Documentation
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

## 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

## 3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

### Camps, excursions and extracurricular activities

Mount Clear College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

Students will be allowed to bring their mobile phone on overnight camps or on excursions. However, the phones may only be used with the permission of a supervising staff member (for example, in case of emergency).

### Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience or structured workplace training

### Related policies and resources

- Student Engagement and Inclusion Policy
- Anti-Bullying and Anti-Harassment Policy
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

### Evaluation and review cycle

<b>Date Created</b>	<b>November 2019</b>
<b>Approved by</b>	<b>School Council – 28.11.2019</b>
<b>Responsible for Review</b>	<b>Assistant Principal</b>
<b>Next Review Date</b>	<b>November 2020</b>