

Help for non-English speakers.



If you need help to understand the information in this policy please contact Mount Clear College on 53301500 or mount.clear.co@education.vic.gov.au

Purpose

To explain to our school community the Department's and Mount Clear College's policy requirements and expectations relating to students using mobile phones and earbuds during school hours.

Scope

This policy applies to:

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

Definitions

For the purpose of this policy, "mobile phone" refers to mobile phones and associated earbuds/earphones that may connect to or have a similar functionality to a mobile phone.

Policy

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

At Mount Clear College:

- Students who choose to bring mobile phones and/or earbuds to school must have them switched off and securely stored during school hours. They are to be stored in the student's locker or in a secure place in the Sub-School 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 school's office.

Personal mobile phone use

In accordance with the Department's [Mobile Phones – Student Use Policy](#) issued by the Minister for Education, personal mobile phones or earbuds 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 and earbuds for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones and earbuds 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 or earbuds 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. Refer to the Department's [Claims for Property Damage and Medical Expenses policy](#). If 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 the Sub School Assistant Principal's office to be placed in a lockable cupboard.

Enforcement

At Mount Clear College, inappropriate use of mobile phones and earbuds is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone:

- 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

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 Department's [Mobile Phones – Student Use Policy](#).

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

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
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.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Smart watches
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET off site

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

Related policies and resources

- Student Wellbeing and Engagement Policy
- Personal Property Policy
- Anti-Bullying and anti-Harassment Policy
- **Mobile Phones — Student Use Policy**
- Weapons — Banning, Searching and Seizing Harmful Items
- Claims for Property Damage and Medical Expenses policy

Evaluation and review cycle

DoE Version Date	7 July, 2021
Policy Date	July 2021
School Council Approval Date	Not required, Principal approval
Person Responsible	Assistant Principal – Operations
Next Review Date	July 2025