

MOBILE PHONE -STUDENT USE POLICY

Mooroolbark College



Help for non-English speakers

If you need help to understand the information in this policy please contact the college on 9727 8100.

PURPOSE

To explain to our school community the Department's and Mooroolbark College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices(eg. Smart Watches) during school hours.

SCOPE

This policy applies to:

All students at Mooroolbark College and students' personal mobile phones and other wearable devices such as smart watches and headphones 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. For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches. This policy is also inclusive of head and earphones.

POLICY

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

At Mooroolbark College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in lockers during school hours 8:35am – 2.55pm
- 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 on 9727 8100.

Personal mobile phone use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Mooroolbark 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 Mooroolbark 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 Mooroolbark 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, Mooroolbark College will provide secure storage through the provision of student lockers. Students are required to bring their own lock in order to ensure locker security.

At Mooroolbark College students are required to store their phones in their lockers.

Enforcement

Students who use their personal mobile phones inappropriately at Mooroolbark College may be issued with consequences consistent with our school's existing student engagement policies.

Any student who does not comply with this policy, the phone/head-phones/smart-watch or similar item will be confiscated to be collected by the student at the end of the school day. If there is repeated non-compliance with this policy, the item will need to be collected by a parent/guardian and activation of the Student Engagement Policy.

At Mooroolbark College inappropriate use of mobile phones 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, or by the teacher for that class, 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)	Written into unit of work that is approved by either the Curriculum Executive Committee or Education Committee.

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
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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

Mooroolbark 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
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET not on a Department of Education site

STAGED RESPONSE TO INAPPROPRIATE USE OF MOBILE DEVICE:

In an instance where a student has not complied with the Mooroolbark College Mobile Device Policy, the following steps are to be applied.

- Teacher to document on Compass that student has phone in class.

First offence: The student is sent to Student Administration with a signed planner to hand in their phone. The phone can be collected at end of the school day by the student. Student administration will sign the student diary and add student name to the log book recording the student's name.

Second offence: As above, with the addition that the student will receive a lunch-time detention that will be issued by the House Co-ordinator. Student administration to communicate to Houses when it is the student's second offence.

Third offence: As first offence procedures and after-school detention that will be issued by the House Co-ordinator. The phone needs to be collected by a parent/guardian.

If a student fails to comply with the instruction to take the phone to Student Administration, the School Wide Positive Behaviour officer to be called to support.

Students Responsibility:

Take phone to Student Administration with signed planner.

Teachers Responsibility:

- Document on Compass
- Sign student planner and send to Student Administration.
- Check the student planner has been signed by Student Administration when the student returns.
- Contact SWPBS duty officer if student is not complying.

Student Administration's responsibility:

- Lock up student mobile when it is handed in.
- Sign student planner.
- Document student name in mobile phone log book.
- Notify appropriate House Co-ordinator when a second offence has occurred.

RELATED POLICIES AND RESOURCES

- Student Engagement Policy
- [Mobile Phones — Student Use Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2023
Consultation	Teaching and Learning Exec, Education Committee & College Council
Approved by	Ann Stratford, Principal
Next scheduled review date	November 2024