

## Mobile Phone Policy

Reviewed by: Student Engagement &  
Wellbeing Team  
and School Council

Date reviewed: October 2019

Date of next review October 2022

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_



### **Purpose:**

To explain to our school community the Department's and Mount Beauty Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours. This policy applies to:

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

### **Implementation guide:**

**Is it compulsory for all Victorian government schools to have a policy addressing this issue?** Yes, a local policy addressing this issue is required by the Minister's policy.

**Does this policy have to be approved by school council?** No

**Recommended consultation:** School council be consulted and its views should be taken into account when you adopt this policy, as the sections in this template that are marked in yellow should be tailored to your school community

**What is the basis of this policy?** School Policy and Advisory Guide: Students Using Mobile Phones

**Implementation:** This policy should be available to your school community, eg. on your school website or other communications portal.

This policy should be communicated to students and parents/carers at least once per year and reminders issued as needed.

This policy should be shared with all school staff and included in induction processes and in the Staff Handbook.

**Recommended review cycle:** 3-4 years

### **Further information and resources:**

#### **Related policies:**

Child Safety Code of Conduct

Student Wellbeing and Engagement

Personal Property

Bullying Prevention

### **References:**

Mobile Phone Policy, Minister for Education, which will come into effect from Term 1, 2020

### **Definitions:**

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

**A personal mobile device** is any device that may connect, or have similar functionality, to a mobile phone, such as a smart watch, iPods, tablets, etc.

### **Review Cycle:**

This policy was last updated in October 2019 and is scheduled for review in October 2022.

## **STUDENT POLICY:**

Mount Beauty Secondary College understands that students may bring a personal mobile phone or other personal mobile devices to school, particularly if they are travelling independently to and from school.

At Mount Beauty Secondary College:

- Students who choose to bring mobile phones or other personal mobile devices to school must have them switched off and stored during school hours, in their bags, lockers or handed in to the Office for secure storage.
- **Whenever** parents or carers need to contact their child, they should reach their child by calling the Office on **03 5754 4005**.

### **Personal mobile phone use**

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phone or other personal mobile devices must not be used at Mount Beauty Secondary College during school hours, including lunchtime and recess, unless an exception has been granted by the Principal or their nominee.

### **Secure storage**

Mobile phones or other personal mobile devices owned by students at Mount Beauty Secondary 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 other personal mobile devices to school unless there is a compelling reason to do so.

**Please note that Mount Beauty Secondary 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 and College's [Personal Property policy](#).

Where students bring a mobile phone or other personal mobile device to school, Mount Beauty Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Mount Beauty Secondary College students are required to store their phones turned off and in their bags or lockers. For secure storage, the mobile phone or other personal mobile device needs to be handed in to the Office to be locked in the lock box.

### **Enforcement**

A combination of negotiation and disciplinary measures will accompany any incident. Students who use their personal mobile phones or other personal mobile devices inappropriately at Mount Beauty Secondary College will be issued with the following consequences:

They include:

**First Offence:** Confiscation. A parent/carer is required to collect the device from the school.

**Second Offence:** Confiscation or In-School suspension. A parent/carer is required to collect the device from the school.

**Third Offence:** Further In-School suspensions and negotiation with a parent/carer for the most positive outcome for the student.

Please note: At Mount Beauty Secondary College, inappropriate use of mobile phones or other personal mobile devices is **any use of these devices during school hours**, unless an exception has been granted by the Principal or their nominee, in accordance with the Department's [Mobile Phones Policy](#).

The Minister for Education introduced this Mobile Phone Policy in order to reduce:

- Disruption of the learning of others
- The sending of inappropriate, harassing or threatening messages or phone calls
- Engagement in inappropriate social media use, including cyber bullying
- Videoing or taking images of people, including students, teachers and members of the school community without their permission
- Videoing or taking images of people in the school toilets, changing rooms, swimming pools and gyms
- Illegal use during exams and assessments

## **Exceptions**

Exceptions to the policy can be granted by the principal, or their nominee, in accordance with the Department's [Mobile Phones Policy](#).

Exceptions may include:

- managing risk when students are offsite, such as for specified excursions where communication may be necessary
- Students on an Individual Education Plan, with a recommendation for the use of a personal mobile device (eg. laptop or tablet) can bring their own for use under teacher supervision
- Senior School students can bring their own device (eg. laptop or tablet) for use under teacher supervision
- specific subjects mandating the use of such technologies, such as VCE Media.

## **Camps, excursions and extracurricular activities**

Parents/carers and students will be provided with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

Certain camps, excursions and extracurricular activities may allow students to use and keep a mobile phone on their person, however others will require any mobile phone or other personal mobile device to be handed in at the start or end of the activity.

Mobile phones or other personal mobile devices handed in will be stored securely in a lock box, kept by the teacher in charge.

Students needing to make a call can do so through the teacher in charge of the camp, excursion or extracurricular activity.

## **Exclusions**

This policy does not apply to

- Travelling to and from school
- Wearable devices eg. Smart watches
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET at a workplace, other than a school

## **STAFF POLICY:**

Mount Beauty Secondary College allows staff to bring a personal mobile phone to school for personal use.

Teaching staff will be provided with a Department owned mobile device for work use (a separate agreement is signed for these devices, for teaching staff with a time fraction of 0.4 EFT or more).

Education Support Staff may be provided with a school owned mobile device for work use, as deemed necessary for their position.

In order to set a good example for all students, staff at Mount Beauty Secondary College are not allowed to carry their personal mobile phone during school hours (8.30am-3.30pm). Personal mobiles must be left in the staffroom, at your desk area and on silent.

## **Exceptions:**

Exceptions to the policy can be granted by the principal, or their nominee in the following situations:

- managing risk when students are offsite, such as for specified camps, excursions and extra-curricular activities where communication may be necessary
- specific subjects mandating the use of such technologies, such as VCE Media
- extreme circumstances, with permissions granted on a case by case situation.