

# Mobile Phone Policy

@ 18 May 2022

## PURPOSE

To explain to our school community the Department's and Mullauna College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

## SCOPE

This policy applies to:

1. All students at Mullauna College and,
2. Students' personal mobile phones and other personal mobile devices 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 and connecting air pods.

## POLICY

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

At Mullauna College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker during school hours;
- Exceptions to this policy may be applied if certain conditions are met (see below for further information);
- When emergencies occur, parents or carer(s) should reach their child by calling the school's office on 9874 3422.

## 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 Mullauna 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 Mullauna 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 Mullauna 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 Mullauna College's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Mullauna College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Mullauna College, students are required to store their phones in their lockers which must be correctly secured with a school-provided combination lock.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Mullauna College may be issued with consequences consistent with our school's existing student engagement policies, Student Engagement and Wellbeing policy, Anti Bullying policy and Anti-Harassment policy.

At Mullauna 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.

Students who are found in breach of the expectations can be asked to leave their mobile phone at home for a period of time as negotiated with parents, and other consequences may also be implemented depending on the severity of the incident. Refer to Appendix 1.

### **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**

<b>Specific exception</b>	<b>Documentation</b>
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty.	Individual Learning Plan

### **2. Health and wellbeing-related exceptions**

<b>Specific exception</b>	<b>Documentation</b>
Students with a documented health condition E.g. A student with diabetes who uses their phone to monitor their blood sugar.	Student Health Support Plan

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

<b>Specific exception</b>	<b>Documentation</b>
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

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**

Mullauna 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;
- Wearable devices;
- Students undertaking workplace learning activities, e.g. work experience;
- Students who are undertaking VET.

## COMMUNICATION

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

- Available publicly on our school's learning management system, Compass;
- Included in staff induction processes and staff training;
- Included in school newsletter;
- Included in staff handbook/manual;
- Discussed at annual staff briefings/meetings;
- 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 Engagement and Wellbeing policy](#)
- [Anti Bullying policy](#)
- [Anti-Harassment policy](#)
- [Personal Property policy](#)
- [Mobile Phones — Student Use Policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed: 2022  
Approved by: Principal  
Next scheduled review date: 2024

## **APPENDIX 1 APPENDIX 1**

Students who breach these expectations will have the following consequences imposed.

### **1st offence**

Phone is to be given to the teacher who will document the offence on Compass. If the student refuses to hand over the item, implement the relevant disciplinary provision within the student code of conduct.

The phone will be stored in a locked space at the general office to be collected at the end of the school day.

### **2nd offence**

Phone is to be given to the teacher who will document the offence on Compass. If the student refuses to hand over the item, implement the relevant disciplinary provision within the student code of conduct.

The phone will be stored in a locked space at the general office to be collected at the end of the school day. Year Level Coordinator (YLC) phone call home to discuss the incident and future strategies to prevent further issues.

### **3rd (and subsequent) offences**

Phone is to be given to the teacher who will document the offence on Compass. If the student refuses to hand over the item, implement the relevant disciplinary provision within the student code of conduct.

The phone will be stored in a locked space at the general office to be collected, by a parent or carer, at the end of the school day. Year Level Coordinator (YLC) will phone call home and organise a meeting to discuss the repeated incidents.

Depending on the severity of the breach, the consequence may be escalated at the discretion of the Principal.