



Mobile Phone Policy

PURPOSE

The aim of this policy is to:

- clearly articulate the School and DET's regulations on the use of mobile technology for its students.
- to acknowledge the potential uses of mobile technology for students, staff and parents within the education sector
- establish clear expectations for students and parents in the use of mobile technology.
- encourage social interaction amongst students at school
- explain to our school community the Department's and Boort District P-12 School's policy requirements and expectations relating to students using mobile phones during the school hours of 8.50am and 3.30pm.
- Schools are required to develop a local policy on students using mobile phones, which must include how the ministerial policy will be implemented and may include other personal devices in addition to mobile phones.

SCOPE

This policy applies to:

1. All students at Boort District P-12 School. Charlton College will provide their own policy which Boort students are to follow whilst at NCTTC. This policy will be communicated to students and parents/carers each year.
2. Students' personal mobile phones brought onto the school site during school hours, including recess and lunchtime.

Boort District P-12 School recognises that there are times when it is appropriate and useful for students to have access to mobile technology – for example:

- To contact parents in emergencies outside of school times
- To inform welfare staff of emergency situations in ongoing welfare situations
- On excursions or camps eg. Outdoor Education, Work Experience, when the students may not be directly supervised
- Security, when travelling to and from school and / or part time work
- School work, as allowed and defined by school and its teachers

Mobile phones, Laptops, iPads and internet enabled watches are all used by students as mobile technology. Items other than Mobile Phones are addressed in the ICT Acceptable Users Policy.

Concerns that the school has in relation to the use of mobile phones include distraction from learning, device addiction, the possibility of inappropriate communication and transmitting of images (cyber-bullying), student privacy and the safe storage of devices.

DEFINITIONS

"School" means Boort District P-12 School

"Parent" means parent, guardian, carer

“*Mobile technology*” means technology that can be transported by students from class to class eg. Laptops, iPads, internet enabled watches and phones, with access to a cellular (telecommunication) system, with or without a physical connection to a network.

POLICY

At BDS:

- Students in Years 9-12 who choose to bring mobile phones to school must have them switched off and securely stored during school hours from 8.50am until 3.30pm
- Students in Years 7-8 are encouraged not to bring mobile phones to school. These need to be checked in to the school office prior to 9.00am and picked up at the end of the school day if brought. They need to be powered off.
- No Year F-6 student should bring a mobile phone to school.
- 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.
- iPads and computers are not to be used outside of the buildings at recess and lunchtimes

Secure storage

Mobile phones owned by students at BDS 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, BDS 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, BDS will provide secure storage for Year 9-12 students in lockers, while students in Years 7-8 need to check the phone in and out of the school office. Secure storage is storage that cannot be readily accessed by those without permission to do so. At BDS, Year 9-12 students are required to store their phones in locked lockers. Combination locks will be provided.

Enforcement

Students who use their personal mobile phones inappropriately at BDS will have their behaviour dealt with according to the Student Code of Conduct, the *Student Wellbeing and Engagement* Policy and the specific Mobile Phone non-compliance steps listed below.

At BDS, 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 Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones 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

BDS 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 and other technology.]

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, work placement

Non-Compliance

The following process will be followed with students who disobey the school's policy on mobile technology use:

1. First Offence

The phone/device will be confiscated, secured at the Admin office, student name logged and the phone/device can be collected by the student at the end of the day. A letter will be forwarded to parents/guardians warning of further consequences.

2. Second Offence

As for Step 1, except that the phone/device will only be returned to a parent/guardian and cannot be collected by the student. The confiscated item can be collected by parents from the Admin Office. Student Network privileges may be restricted or withdrawn.

3. Subsequent Offence/s

As for Step 2, except that the student will also be given lunchtime detentions, after-school detentions or eventually be given an in-school suspension for one day. These steps will depend on the nature of the offence.

4. Failure to hand over Phone

If a student refuses to hand over their mobile phone:

- Parent/carer will be contacted regarding behaviour
- Student is to check phone into the Office for the next 5 school days or not bring phone to school. There will be a 25 minute lunch time detention the next day.
- If the student/parent refuses this process, then the student will be given an in-school suspension, followed by checking the phone into the Office for the next 5 days
- If this process is refused, a suspension will result

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement Policy*
- *Student Code of Conduct*
- *ICT Acceptable Use Policy*
- [Mobile Phones – Department Policy https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

REVIEW PERIOD

Policy	Date
This local policy must be read in conjunction with the DE Mobile Phones – student Use policy.	Reviewed - September 2020
Approval Date (School Council Review)	November 15th 2023 – further review to be done in 2024