



## **Mobile Phone Policy**

### **Scope**

This policy applies to:

1. All students at Edgars Creek Secondary College and,
2. Students' personal mobile phones and other personal mobile devices' such as smartwatches that are 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."

### **Rationale:**

To explain to our school community the Department's and Edgars Creek Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices' such as smartwatches where needed during school hours.

### **Implementation:**

#### **At Edgars Creek:**

- Students who choose to bring mobile phones to school must have them switched off and securely stored in the locker provided during school hours of 8:45 am and 3:10 pm.
- 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 it is not acceptable for a parent to directly contact students during school hours.

## Personal mobile phone use

- In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Edgars Creek Secondary 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/smart watches owned by students at Edgars Creek 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 to school unless there is a compelling reason to do so. Please note that Edgars Creek 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.

Where students bring a mobile phone to school, Edgars Creek Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Edgars Creek Secondary College students are required to store their phones in their lockers ensuring the provided school lock is fastened to the locker or in exceptional circumstances handed into the school administration office to be placed in a lockable cupboard.

## Enforcement

Students who use their personal mobile phones inappropriately at Edgars Creek Secondary College may be issued with consequences consistent with our school's existing student engagement policies e.g. ICT Acceptable Use Policy, Student Wellbeing and Engagement policy and or Bullying policies.

At Edgars Creek Secondary College inappropriate use of mobile phones is any **use during school hours**, unless an exception has been granted for a particular use of a mobile phone:

- in any way that disrupts the learning of others
- to send/receive an 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, sporting grounds 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) such as use App on phones during PE.	Unit of work, learning sequence as determined by teacher
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 recorded on Students Compass Profile

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition e.g a student with diabetes may use their mobile phone to monitor their blood sugar.	Student Health Support Plan recorded on Students Compass Profile
Students who are Young Carers	Record on Students Compass Profile

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

Specific exception	Documentation
Travelling to and from excursions e.g. students are travelling long distances between campus and provider.	Risk assessment planning documentation and or Excursion Consent via Compass
Students on excursions and camps e.g. student enabled to access phones between 5 – 6 pm whilst on camp.	Risk assessment planning documentation and or Excursion Consent via Compass
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation and or Excursion Consent via Compass
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation and or Excursion Consent via Compass

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

### **Exclusions**

This policy does not apply to

- Out-of-school-hours events i.e. Night Market, Awards Nights
- Travelling to and from school
- School endorsed BYOD devices such as an iPads or notebook computer
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

### **Evaluation:**

To be reviewed as required by developments in relevant legislation or Department of Education requirements etc.

This policy was last ratified by School Council on: Nov 2019\_\_\_\_\_

### **Review period**

This policy was last updated on 19 November 2019 and is scheduled for review on November 2022].