

	<p align="center"><b>Mobile Phone – Student use Policy</b></p>	<p align="right"><b>Endorsed by School Council:</b> February 2024</p> <p align="right"><b>Last reviewed:</b> November 2022</p> <p align="right"><b>Developed:</b> December 2019 <b>Issue No:</b> 1.4</p>
<p>Information: 02 6076 1566</p>	<p>DET Schools Reference Guide: Refer to list of policies at end of document.</p>	<p align="right"><b>Next review: (3 yearly)</b> February 2027</p>



### Help for non-English speakers

If you need help to understand the information in this policy, please contact our School Office on 02 60761566 or email: [corryong.co@education.vic.gov.au](mailto:corryong.co@education.vic.gov.au).

## PURPOSE

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

## SCOPE

This policy applies to:

1. All students at Corryong College and,
2. Students' personal mobile phones and other personal mobile devices such as iPads and smart watches 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. This policy also extends to any device that may connect or have a similar functionality to a mobile phone such as smart watches and iPads.

## POLICY

Corryong College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

At Corryong College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their bag, locker or secure phone locker provided by the school 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 carers should reach their child by calling the school's office.

### **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 Corryong 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 Corryong 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 Corryong 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 [Claims for Property Damage and Medical Expenses policy](#)

Where students bring a mobile phone to school, Corryong College will provide secure phone storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Corryong College students are required to switch them off and hand them into the School Office to be placed in lockable storage or secure them in their bag or locker.

### **Enforcement**

Students who use their personal mobile phones, iPads, or smart watches inappropriately at Corryong College will be instructed to relinquish the phone immediately and may be issued with consequences consistent with our school's existing Student Wellbeing and Engagement and Bullying Prevention policies.

On the first and second occasion that the student does not comply with our Mobile Phone – Student Use policy their phone will be handed into the office and students may collect their phone at the end of the school day from the office.

On the third occasion, and any occasions thereafter, parents/carer will be contacted to come and collect their child's phone from the office. The phone will remain at the office until the parent/carer is available to collect it.

At Corryong 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
- gaming, social media or other non-learning activities

## 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 Vice Principal, 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)	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**

Corryong 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 – all notifications must be switched off
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience and work placement. Students are expected to comply with workplace policies.
- Students who are undertaking VET offsite

## **COMMUNICATION**

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

- Available publicly on our school's website
- 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 enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## **RELATED POLICIES AND RESOURCES**

- *Student Wellbeing and Engagement*,
- *Code of Conduct*
- *Bullying Prevention*
- Dept of Education [Mobile Phones — Student Use Policy](#)

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	February 2024
Consultation	School Council 19 <sup>th</sup> Feb 2024 Staff 8 <sup>th</sup> Feb 2024
Approved by	Principal and School Council
Next scheduled review date	3 yearly review, next due February 2027