



## MOBILE PHONES – STUDENT USE

### PURPOSE

To explain to our school community the Department's and Merbein P-10 College 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 Merbein P-10 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."

### POLICY

Merbein P-10 College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Merbein P-10 College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Merbein P-10 College during school hours (9am – 3:17pm), 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 Merbein P-10 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 Merbein P-10 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 [Personal Goods policy](#).

Where students bring a mobile phone to school, Merbein P-10 College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Merbein P-10 College students are required to store their phones either in their lockers (secondary level) or handed into the school administration office (primary level) to be placed in a lockable cupboard. In 2020 all secondary students will be supplied with a lock for their locker free of charge. **If this lock is broken/lost, students will be required to purchase a replacement lock from the school at a cost of \$10** (students are unable to source their own locks as master keys are required).

### Enforcement

Students who use their personal mobile phones inappropriately at Merbein P-10 College may be issued with consequences consistent with our school's existing student engagement policies *e.g. Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

At Merbein P-10 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

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

Specific exception	Documentation
Students with a health condition eg: diabetes	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 Excursion permission notes
Students on excursions and camps	Risk assessment planning documentation Camps & excursion permission notes
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

Merbein P-10 College will provide students and their parents and carers with specific information for each activity relating to items that can or cannot be brought to camps, excursions, special activities and events. This will include personal mobile phones and the expectations relating to their use.

### Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- School sets of iPads & BYOD
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET (off site)

## RELATED POLICIES AND RESOURCES

- Merbein P-10 College Student Wellbeing and Engagement Policy, Code of Conduct, Personal Property Policy

- **Department policies**
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

## REVIEW PERIOD

This policy was last updated on 1/12/2019 and is scheduled for review on Dec 1<sup>st</sup> 2022.