

# STUDENT MOBILE PHONE AND ELECTRONIC DEVICES POLICY

## Rationale:

The use of mobile phones, pagers, iPods, MP3 players and similar electronic devices in class can be disruptive to the school environment and to the wellbeing of students. These devices can also be valuable additions to learning, when used appropriately. It is also acknowledged that there are times when it is genuinely appropriate and beneficial for students to have access to a mobile phone before and after school; for example, the need to contact parents or guardians in emergencies.

## Definition

**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 and electronic devices” refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone but is not limited to smart watches, pagers, iPods, MP3 players, tablets and similar devices.

## Aims

- To encourage appropriate and mature use of electronic devices in daily life.
- To reduce the risk of cyber-bullying, sexting, cyber harassment, discrimination etc
- To ensure that teaching and learning is not interrupted by the use of mobile phones and other electronic devices.
- To ensure that valuable mobile phones and other electronic devices are not lost, stolen or damaged at school. Neither the College nor the Department of Education and Early Childhood Development (DEECD) provide insurance cover for mobile phones and personal belongings lost or damaged at school.

## Guidelines for Implementation

**Neither the Department of Education and Early Childhood Development nor Wallan Secondary College has insurance to cover private goods if lost, stolen or damaged, and cannot reimburse staff or students in this instance.**

Mobile phones 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 Example School 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 Wallan Secondary College’s Personal Property Policy AND/OR the Department’s

- Mobile phones are considered valuable items and are brought to school at the owner’s (student’s or parent/carer’s) risk. Students are discouraged from bringing mobile phones to school; however these may be necessary in the event that they are required for contacting parents before and/or after school. Students are able to leave their mobile phone at Student Services for safekeeping as they arrive at school. The phone may be collected at the end of the school day. Students must only use their mobile phones before or after school.
- Students who choose to bring a mobile phone or electronic device to school, must ensure it is switched off and stored in their locker with a secure lock.
- Parents and caregivers wishing to leave messages for their children should do so by telephoning the College on 5783 0300. Staff will endeavour to pass messages on.

- Student Service staff and Ready to Learn teachers will assist students who need to contact family or other persons.
- Electronic devices are **not** to be used in the classroom unless with the express permission of the subject teacher and the principal, for educational purposes only.

### Enforcement

- Students who misuse electronic devices/mobile phones or use them in class time/ during the school day without permission from the supervising teacher, will have the device confiscated and signed into the office. This will be documented on compass, and student can collect the phone at the end of the school day
- Student who misuse electronic devices/mobile phones on second occasion in a school year will have the device confiscated and signed into the office for parent pick up.
- Student Services pick up: Devices which are confiscated will be placed in a safe box in the General Office. Teachers can, in no way, be held responsible for the devices while in transit to the safe box.
- The policy also applies to students during school excursions, camps and extra-curricular activities, unless expressly permitted by the supervising teacher.

### At all times:

- In-phone cameras are **not** to be used anywhere a normal camera would be considered inappropriate. Legislation applies.
- Appropriate action will be taken against any student who captures, stores or transmits Audio files, photographs or videos of individuals without their consent or who sends harassing or threatening messages. Legislation applies - please refer to the Criminal Act Code of 1995.
- Mobile phones or electronic devices will be **NOT** being permitted in college exams per VCAA Electronic Devices Procedures.

### Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically and can only be granted by the principal in accordance with the Department's [Mobile Phones Policy](#).

#### 1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception), where other technology is not suitable ; ie VCE Media, use of phone as recording and editing	Mobile phone exception form completed
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. 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**

Wallan Secondary 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.

### **Evaluation**

- Feedback to Council

**We would appreciate parent support in working with us to achieve the aims outlined above.**

**Date of next review: June 2020**

This policy was ratified by the Wallan Secondary College Council on...

25/02/2020

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Wallan Secondary College is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard the safety of any student of our College.

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