



MOBILE PHONE – STUDENT USE

POLICY

PURPOSE

To explain to our school community the Department's and Mortlake College's 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 Mortlake 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

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

At Mortlake 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 – Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Mortlake 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 Mortlake 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

Mortlake 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 [Mortlake College’s Personal Property Policy AND/OR the Department’s [Claims for Property Damage and Medical Expenses policy.](#)]

Where students bring a mobile phone to school, Mortlake College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Mortlake College students are encouraged to store their phones in the lockable storage lockers outside the general office.

Enforcement

Students who use their personal mobile phones inappropriately at Mortlake College may be issued with consequences consistent with our school’s existing student engagement policies. *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

At Mortlake 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, or by the teacher for that class, 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

Mortlake 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

[Delete the circumstances or programs that are relevant to your school. For example, if your school does not run an Out-of-School-Hours Care program, then you can delete this dot point.]

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET (outside of school premises)

COMMUNICATION

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training

- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- Mortlake College's [relevant policies](#) e.g. *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying etc.*]
- [Mobile Phones — Student Use Policy](#)

Below are references to Department policy

- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Consultation	November 2022
Approved by	Principal
Next scheduled review date	November 2023 or earlier as required

STUDENT ACCEPTABLE USE AGREEMENT

Mobile Phones:

Mortlake College recognises that mobile phones are an important means of communication and that many parents have provided students with mobile phones. Whilst the College permits certain students to have mobile phones at school, it is recognised that they can be disruptive to the learning environment, and often used inappropriately.

We acknowledge there are occasions when it is appropriate and beneficial for students to have access to a mobile phone. However, our school discourages the bringing of mobile phones to schools by all students.

Headphones, earphones or earbuds are also a distraction to learning when not used according to teacher instruction for a specific task, and the inability of a student to hear what is going on around them may also pose a safety risk, especially in the event of an emergency. These devices may only be used at teacher discretion during class time.

Students and parents therefore need to be aware of the following requirements in regards to Mobile Phone Use and the use of headphones, earphones or earbuds. These requirements are to ensure that these items do not disrupt learning or the safe environment of our school and students within.

1. Students in Years Foundation to Year 12 are **not** permitted to have mobile phones **on their person** at school during the day from 8.55am to 3.20 pm. Students who bring a mobile phone to school must keep them on silent or turned off either in their locker, school bag or stored in the secure lockers outside the General Office for secure safe keeping.
2. All teachers are given full jurisdiction to confiscate a student's mobile phone, and or wearable devices such as the Apple Watch, or headphones
 - a. where at any point in time a student in years F-12 is found to have been using the device in contradiction to this policy
Students who, in the opinion of the responsible teacher, breach this policy are required to surrender the device/s immediately.
3. Our school reserves the right to prohibit students from bringing mobile phones into certain spaces or during certain activities e.g. excursions, school camps, sports days, etc.
4. The principal may revoke a student's privilege of bringing or using a mobile phone whilst at school.
5. Mobile phones owned by students and staff are brought to school at their own risk. The College will not compensate damaged, lost or stolen personal mobile phones.
6. Mobile phones brought to school must never be loaned to other students.
7. Parents needing to contact students during the school day **MUST** do so via the General Office.
8. Confiscated phones will be placed in the General Office for safekeeping, and may only be collected at the end of a school day.

- For a first offence, students can collect their phone at the end of a school day, or the following day, before school starts.
- Second offence the student will be able to collect phone at the end of a school day or the following day, before school starts and teacher who confiscates phone will call parent and inform them of the offence.
- Where a phone has been confiscated for a third offence, parents will be notified to ensure arrangements are made for after school phone collection purposes.

9. Appropriate action, according to our Student Engagement Guidelines will be taken against any student who;
- uses their phone (or allows others) to take images or record another person without their consent
 - makes harassing or threatening calls, sends harassing, threatening or inappropriate messages, or allows others to use their phone to do so.
 - Refuses to hand over their phone (or other electronic device) for confiscation.

10. Students who receive inappropriate material, or whom feel they have been a victim of harassment or bullying in any form, are encouraged report it immediately to a trusted adult, who may then notify the AP, or Principal of the matter. We especially encourage this to occur during school hours.

11. Where deemed appropriate (e.g. there may be any unjust or inappropriate messages or pictures suspected to be on the phone) the school reserves the right to confiscate the phone and will seek for the student to show the content being questioned. Where a student refuses to share any content on their phone, parents will be contacted immediately. It is noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the school is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.

12. In accordance with the Departments Mobile Phone Policy issued by the Minister for Education, personal mobile phones must not be used during schools hours, including lunchtime and recess, unless an exemption has been granted.

(Refer to [DET PAL - Mobile Phones](#) for full exception details) Where a students has been granted an exemption, the student must use their mobile phone ONLY for the purpose by which the exception was granted, and in a safe, ethical and responsible manner.

This Acceptable Use Agreement also applies to students during school excursions, camps and extra-curricular activities.

I acknowledge and agree to follow these rules. I understand that my access to mobile technology at school will be renegotiated if I do not act responsibly.

Student Name:.....Student Signature:.....