**MOBILE PHONES – STUDENT USE**

**Help for non-English speakers**

If you need help to understand the information in this policy please contact Manangatang P-12 College on 03 50351270

**Purpose**

To explain to our school community the Department’s and Manangatang P-12’s policy requirements and expectations relating to students using mobile phones [and other personal mobile devices such as smartwatches] during school hours.

**Scope**

This policy applies to:

1. All students at Manangatang P-12 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**

Manangatang P-12 College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Manangatang P-12 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](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy) issued by the Minister for Education, personal mobile phones must not be used at Manangatang P-12 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 Manangatang P-12 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 Manangatang P-12 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, Manangatang P-12 College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Manangatang P-12 College students are required to store their phones in the mobile phone lockable storage facility.

**Enforcement**

Students who use their personal mobile phones inappropriately at Manangatang P-12 College may be issued with consequences consistent with our school’s existing student engagement polices eg. *Student Wellbeing and Engagement, Personal Property* and *Bullying* policies.

At Manangatang P-12 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](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy).

The three categories of exceptions allowed under the Department’s [Mobile Phones — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-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 |

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

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| --- | --- |
| 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***

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| --- | --- |
| 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**

Manangatang P-12 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
* iPads and all other personal devices
* Students undertaking workplace learning activities, e.g. work experience
* Students who are undertaking VET

**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 transition and enrolment packs
* Discussed at parent information nights/sessions
* Hard copy available from school administration upon request

**Related policies and resources**

* *Student Wellbeing and Engagement, Personal Property, Bullying Policies*
* [Mobile Phones — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy)
* [the below are optional references to Department policy ]
* [Weapons — Banning, Searching and Seizing Harmful Items](https://www2.education.vic.gov.au/pal/weapons/policy)
* [Claims for Property Damage and Medical Expenses policy](https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy)

**POLICY REVIEW AND APPROVAL**

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| --- | --- |
| Policy last reviewed | December 2022 |
| Consultation | College Council – December 2022 |
| Approved by | Principal  |
| Next scheduled review date | December 2026  |