



Mobile Communications Devices Policy

Preamble Mill Park Secondary College recognises the benefits of the appropriate use of mobile communication devices in a learning environment.

Aims To make clear the expectations with regard to the use of such devices.

- Implementation**
- Approved mobile communication devices should not be used in any manner that is disruptive to the normal routines of the College.
 - Students should have their mobile communication devices switched off or on silent and out of sight during classes unless required for educational purposes.
 - Students should only use their mobile communication devices for personal use before or after school. Phone calls and any form of messaging must not take place during class time unless directed by the teacher.
 - There are times when it is genuinely appropriate for students to have access to a mobile phone; for example, during excursions, camps and extra-curricular activities. However, in the case of an emergency, students and parents/caregivers are requested to use the College General Office as the first point of contact.
 - It is important that students display courtesy, consideration and respect for others whenever they are using mobile communication devices.
 - In-device cameras should not be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
 - No individual may be photographed, videoed or voice recorded without their consent.
 - Students cannot use a mobile communication device in any formal test or exam, unless otherwise directed by the teacher.
 - The Department of Education and Early Childhood Development does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property. Staff and students are discouraged from bringing any unnecessary or particularly valuable items such as iPods to school (*Circular S002-2008*).
 - Teachers in Charge of excursions/camps must carry a phone.
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- Related Documents**
- [Photograph/Video Policy](#)
 - [Positive Relationships Policy](#)
 - [BYOD Policy](#)
 - [Electronic Recordings Policy](#)
 - [Student Behaviour Management Policy](#)
 - [Victorian Teaching Profession Code of Conduct](#)

External Links <http://www.education.vic.gov.au/>

Ratified Date This Policy was ratified by School Council on Tuesday 25 November 2014

Review Date This policy will be reviewed as part of the College's three-year review cycle
