



## Mobile Communications Devices Policy

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### Preamble

Mill Park Secondary College recognises the mobile communications devices have the potential to be a valuable learning tool when used appropriately in a learning environment. Mill Park Secondary College discourages the use of mobile communications devices in learning environments unless they can be appropriately incorporated into the learning program.

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### Aims

- To give clear guidelines and expectations for the use of mobile communications devices at Mill Park Secondary College.
  - To ensure that the school community are aware of the Department of Education and Training guidelines for bringing and using mobile communications devices at school
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### Implementation

- Mobile Communications Devices are defined as wireless electronic devices which can be connected to mobile networks. This can include but it not limited to mobile phones, smart watches, tablets and laptops.
  - 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 unless required for educational purposes.
  - Where mobile communications devices are not required as part of the learning program, students should ensure that these are stored in a safe and secure place.
  - Personal property brought to school by students is not insured by the school or covered by school insurance, and it is not the responsibility of the Department if that property is lost, stolen or damaged.
  - 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.
  - Students and parents/caregivers are requested to use the College General Office as the first point of contact in the case of an emergency, illness or issue at school, during excursions, camps and extra-curricular activities.
  - Teachers in Charge of excursions or camps must carry a phone so they are able to be contacted by the College General Office.
  - It is important that students display courtesy, consideration and respect for others whenever they are using mobile communication devices.
  - Mobile communications devices must not be used to send harassing or threatening messages.
  - 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.
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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
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### External Links

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx>  
<http://www.education.vic.gov.au/school/principals/spag/governance/pages/personalgoods.aspx>

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### Ratified Date

This Policy was ratified by School Council on Tuesday 19 June 2018

### Review Date

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

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