

## PURPOSE

To explain the Department's requirements and expectations relating to students using mobile phones during school hours.

## SCOPE

1. All students at Mill Park Secondary College and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours.

## DEFINITIONS

A **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

## POLICY

The College understands that students may bring a mobile phone to school, particularly if they are travelling independently to and from school, for extracurricular activities and for other personal and family reasons.

From Term 1 2020, students who choose to bring mobile phones to school must have them switched off and securely stored in their locker. It is each student's responsibility to maintain and use a fully functioning padlock on their locker.

Mobile phones are not to be used during the school day. This means students are not permitted to take their mobile phone to class; and are not permitted to carry them on their person during recess and lunch breaks.

Families are able to contact a student through the Campus Office during the school day.

Mobile phones used during the school day may be confiscated and stored securely in the office of a principal class member. In these circumstances, the mobile phone will usually be returned to the student or their parent/carer at the end of the school day.

### Exemptions

There may be circumstances in which a student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student.

#### 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.*

### **Secure storage**

Where a student brings a mobile phone to school, it is at their own risk. Secure storage is offered via a locker which requires a student padlock. Alternatively, students can hand their phone to the General Office to be placed in a lockable cupboard.

### **RELATED DOCUMENTS**

- [Photographing and Filming Student Policy](#)
- [BYOD Policy](#)
- [Student Behaviour Management Policy](#)
- [Network and Internet Acceptable use Policy](#)
- Acceptable Use Agreement – Student Declaration
- [School Policy and Advisory Guide: Students Using Mobile Phones](#)
- [School Policy and Advisory Guide: Ban, Search and Seize Harmful Items](#)
- [Personal Property](#)
- [Students Using Mobile Phones Policy, Department of Education and Training, October 2019](#)

### **RATIFIED DATE**

This Policy was ratified by School Council on 10 December 2019.

### **REVIEW DATE**

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