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# Mobile Phone Policy

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<i>Date implemented</i>	December 2019
<i>Author</i>	Paul Frye
<i>Date to be reviewed</i>	December 2020
<i>To be reviewed by</i>	Principal
<i>References</i>	Victorian Government Schools Reference Guide
<i>Approved by</i>	School Council
<i>Date</i>	11th December 2019
<i>Signature</i>	

*Paul Frye*

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## PURPOSE

To explain to our school community the Department's and Castlemaine Secondary College's policy requirements and expectations relating to students using mobile phones during school hours.

## SCOPE

This policy applies to:

1. All students at Castlemaine Secondary College and,
2. Students' personal mobile phones 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.

## POLICY

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

At Castlemaine Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their lockers during school hours (students must supply their own locks)
- 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Castlemaine Secondary 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 Castlemaine Secondary 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 Castlemaine Secondary 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, Castlemaine Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Castlemaine Secondary College students are required to store their phones in their lockers, which are located in each learning Precinct. Students must provide their own locks.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Castlemaine Secondary College may be issued with consequences consistent with our school's Student Wellbeing and Engagement Policy and Bullying Prevention Policy.

At Castlemaine Secondary College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted. Significant misuse of mobile phones may include, but is not limited to, the following examples:

- using a mobile phone in any way that disrupts the learning of others
- sending inappropriate, harassing or threatening messages or phone calls
- engaging 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
- using a mobile phone 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 Policy](#).



The two categories of exceptions at Castlemaine Secondary College that are allowed under the Department's [Mobile Phones Policy](#) are:

### *1. 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

### *2. 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**

Castlemaine Secondary 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
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience

### **RELATED POLICIES AND RESOURCES**

- Student Wellbeing and Engagement
- Code of Conduct
- Bullying prevention
- [Mobile Phones – Department Policy](#)

### **REVIEW PERIOD**

This policy was last updated on 11th December 2019 and is scheduled for review in December 2020.