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# Mobile Phone Policy

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<i>Date implemented</i>	August 2022
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<i>Date to be reviewed</i>	August 2024
<i>To be reviewed by</i>	Principal
<i>References</i>	Victorian Government Schools Reference Guide
<i>Approved by</i>	School Council
<i>Date</i>	17 August 2022
<i>Signature</i>	

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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' use of 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. Wearable watches that have mobile capabilities, specifically used to communicate with others, e.g. via SMS or phone call, are also covered by this policy.

## 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 College's reception.



## 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. Students will be issued with a **mobile phone exemption card** which they must carry with them during school hours.

## 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 or parent/carer) 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 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
- using a mobile phone to play music and listening through bluetooth devices eg; airpods
- all headphones (including ear buds, airpods etc) are also considered a prohibited item. Students found using these devices will be considered to be using their phone and will be asked to take their phone to the College's Library.
- students may use headphones (including earbuds, airpods etc) connected to their laptop / device during class time if they have permission from their teacher. They are not to be used during recess and lunch.



Students using their phone or in possession of their phone, during school hours will be required to take their phone to the library. Once the phone has been submitted they will be issued with a receipt. Phones can be collected at the completion of the school day. **If a student receives 2 incidents in one term, their parent / carer will be required to collect the phone from the College's reception.** All subsequent phone incidents in the same term will also result in the phone being taken to the College's Reception for parent / carer collection. Students failing to comply with submitting their phone to the library, will be formally suspended, either internally or externally.

## Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - o Health and wellbeing-related exceptions; and
  - o 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 three categories of exceptions at Castlemaine Secondary College that are allowed under the Department's [Mobile Phones Policy](#) are:

### 1. Learning-related exceptions

Specific exception	Documentation
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	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.

### **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 17 August 2022 and is scheduled for review in August 2024.