

## MOBILE PHONES - STUDENT USE POLICY

### PURPOSE

To explain to our school community the Department of Education and Trainings and Matthew Flinders Girls (MFG) policy requirements and expectations relating to students using mobile phones during school hours.

Note: That MFG's School Policy stems from a Ministerial policy formally issued in 2019 by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006.

### SCOPE

This policy applies to:

1. All students at MFG and,
2. Students' personal mobile phones brought onto school premises during school hours (8.45am – 3.11pm), including recess and lunchtime.

### DEFINITIONS

For the purpose of this policy a mobile phone refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

### SUMMARY – CRITICAL INFORMATION

- From Term 1 2020, students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.
- Exceptions to the policy may be applied if certain conditions are met. Exceptions can be granted by the principal, or by a teacher. Exceptions must be documented.
- Where students bring a mobile phone to school, the school must provide secure storage.
- Schools are required to develop a local Students Using Mobile Phones policy, which must include how this Ministerial policy will be implemented.
- Schools will manage non-compliance with their local mobile phone policy in accordance with their existing student engagement policies.

### POLICY

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

#### At MFG:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours from the first bell at 8:45 am until to the final school bell at the end of the day at 3:11 am.
- At the end of the school day students will not switch their phone on until they have left the school grounds after period 6.
- Students who need to leave the school grounds before period 6 (eg VCE / VCAL students, SBA students) will not switch their phones on until they have left the school grounds.

- When emergencies occur, parents or carers should reach their child by calling the school's office on 4243 0500.

## **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 MFG during school hours, including lunchtime and recess, unless an exception has been granted by a Principal.

A student must not have a mobile phone in a class during normal school times even if the phone is switched off.

Where a student has been granted an exception by a Principal, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner. This exception will be documented in line with Exceptions section of this policy.

## **SECURE STORAGE**

Mobile phones owned by students at MFG 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 MFG 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, MFG will provide secure storage. Secure storage at MFG is the student's locker and is storage that cannot be readily accessed by those without permission to do so. At MFG students are required to store their phones in their locker and locked securely using their own lock.

The other form of secure storage at MFG is a storage locker located in the Administration Office.

## **ENFORCEMENT**

Students who use their personal mobile phones inappropriately at MFG may be issued with consequences consistent with our school's existing student engagement policies such as the *MFG Student Engagement Policy* and *The Positive Climate for Learning Policy*.

At MFG inappropriate use of mobile phones is **any use during school hours** on school grounds.

## **EXCEPTIONS**

There are minimal exceptions to this policy. All exceptions need to be negotiated and approved, in writing, by a Principal.

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**

MFG 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 (unless specified on the excursion/camp forms)
- Travelling to and from school
- Students travelling to work place activities (SBAs) and VET

## **RELATED POLICIES AND RESOURCES**

- Student Wellbeing and Engagement policy
- The Positive Climate for Learning policy
- Mobile Phones – Department Policy
- Personal Goods – Department policy

## **REVIEW PERIOD**

This policy was last updated in October 2019 and is scheduled for review in October 2022.

## **POLICY EVALUATION**

This Policy will have an annual minor review and a triennial major review as per "Policy Database" document.

## **RATIFICATION**

This policy was endorsed by the Matthew Flinders Girls, College Council:

Date: 21/10/2019

Council President: Juliet Williams

Principal: Michelle Crofts

This policy will be tabled annually.