

Mobile Phone – Student Use Policy

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Date Implemented	20 th November 2019
Author	Gail Hardman
Approved By	College Council / Policies sub-committee
Approval Authority (Signature & Date)	<i>Gail Hardman 15/2/2023</i>
Responsible for Review	Assistant Principal
Review Date	October 2025
References	DET

PURPOSE

To explain to our school community the Department's and Seymour College's policy requirements and expectations relating to students using mobile phones and other sim enabled personal mobile devices for example smartwatches during school hours

SCOPE

This policy applies to:

1. All students at Seymour College and,
2. Students' personal mobile phones and other personal mobile devices 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. For the purpose of this policy, "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.

POLICY

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

At Seymour College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.

- 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 Phone Policy issued by the Minister for Education, personal mobile phones must not be used at Seymour 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 Seymour 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 Seymour 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. Seymour College is not responsible for loss and/or damage to personal property that is brought to school. (Refer to the Personal Property policy.)

Where students bring a mobile phone to school, Seymour College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Seymour College students are required to store their phones in their school locker or other lockable storage where provided.

Enforcement

Students who use their personal mobile phones inappropriately at Seymour College may be issued with consequences consistent with our school's existing Discipline Policy and Student Wellbeing and Engagement Policy. If a student breaches the mobile phone policy, the phone will be forfeited by the student to school staff. A parent / guardian will then collect the phone from the general office at their convenience.

At Seymour College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage 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
- 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 in accordance with the Department's Mobile Phone Policy.

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

Seymour 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 not SIM enabled
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET offsite

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- Mobile Phones – Department Policy
- Ban, Search and Seize Harmful Items
- Personal Goods – Department policy
- Child Safety Policy
- Discipline Policy
- Privacy Policy
- Student Wellbeing and Engagement Policy

REVIEW PERIOD

- This policy will be reviewed as part of the College's review cycle.
1. This policy will be made available to staff and on the College's website.
 2. This policy was ratified by College Council on

15/02/2023

Child Safe Standards

"Victorian government schools are child safe environments. Seymour Collège actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The Collège's Child Safety Code of Conduct is available on the school's website."