



**FOOTSCRAY  
CITY COLLEGE**

# **MOBILE PHONE POLICY**



# Mobile Phone Policy

## PURPOSE

To explain to our school community Footscray City College's policy requirements, and expectations regarding the safe and appropriate use of mobile phones by students, at school or during school activities.

## SCOPE

This policy applies to all students at Footscray City College.

## POLICY

Footscray City College acknowledges that students may bring a mobile phone to school, particularly if they are travelling independently to and from school or to extra-curricular activities. Students are responsible for their mobile phone and bring it at their own risk.

When using a mobile phone within the guidelines of this policy, it is expected that students always show courtesy, consideration and respect for others.

During school hours, mobile phones

- Must be switched off, and securely carried on the student's person, or in their bag
- May be accessed for use during recess and lunchtime only
- May be used in class only when it is authorised by the teacher explicitly for learning purposes

## Mobile phone use

Mobile phones must not be used

- during class or 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 and gym.

## Consequences of inappropriate use of a mobile phone

### Use of mobile phone during class or in any way that disrupts the learning of others

- Initial request to turn off phone and remove from sight
- If phone is used or sighted again, official warning to turn off phone and remove from sight
- If phone is used again, the student will be instructed to take their phone to the General Office to be stored securely and then collected at the end of the day
- The student will return immediately to class and present the teacher with a Receipt of Phone notice from the General Office
- Refusal to take phone to General Office will result in being exited to a VCE class and a possible suspension
- When collecting phone from the General Office the student must present their ID card
- Breach will be recorded on Compass by the teacher and a Compass notification will go to the year level coordinator
- Within a term, four repeated instances of phone use in classes will result in the student being required to leave their phone at the General Office during school hours for 3 - 5 school days. Parents/Guardians will be notified via telephone call and/or email or letter by the year level coordinator
- A further three breaches within the term will result in parent notification and/or interview, coordinator's detentions, and leaving phone at the General Office during school hours for more than 5 days



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## **Use of mobile phone for abuse, threats, harassment, bullying, photographing/videoing and/or sharing of inappropriate images of person or persons, photographing/videoing a person without their permission**

Depending on the severity of this type of inappropriate use of mobile phones, the consequences may include

- being exited from class
- completion of units on bullying, harassment and inappropriate use of mobile phones
- mediation
- counselling
- detention
- suspension from 1 - 5 days
- leaving phone at the General Office during school hours for a specified number of days
- possible expulsion when inappropriate use is extreme

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person or persons.

## **Camps and excursions**

Mobile phone use on camps, excursions and international trips will be at the discretion of teacher/s in charge.

## **Parent contact of child via mobile phone**

- The school asks parents who need to contact their child to confine their mobile calls to before or after school
- Any parent who needs emergency contact with their child during school hours should ring the General Office and your child will be contacted immediately on your behalf
- Contact with parents in the event of illness or other urgent matters will be managed through the General Office

## **Insurance**

Please note that Footscray City College does not have insurance cover for personal valuables, including mobile phones. Students and their parents/carers are encouraged to obtain appropriate insurance for any valuable items that may be brought to school. Students are responsible for any valuable items brought to school.

## **RELATED POLICIES AND RESOURCES**

- Victorian Government School Policy and Advisory Guide: [Students Using Mobile Phones](#)
- FCC Bullying and Harassment Policy [Bullying and Harassment Policy](#)

## **REVIEW PERIOD**

This policy was last updated in July 2018 and is scheduled for review in July 2022.