



# MOBILE PHONES – STUDENT USE

## PURPOSE

To explain to our school community the Department's and McClelland College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

## SCOPE

This policy applies to:

1. All students at McClelland College and, 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. This also includes communication peripherals such as headphones and airpods.

## POLICY

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

At McClelland 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 Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at McClelland 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 McClelland 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 McClelland 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. Refer to the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, McClelland College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At McClelland College students are required to store their phones either in their lockers or handed into the school administration office to be placed in a lockable cupboard.

## Enforcement

Students who use their personal mobile phones inappropriately at McClelland College may be issued with consequences consistent with our school's existing *Student Wellbeing and Engagement* and/or *Code of Conduct or Bullying* policies.

At McClelland College use of mobile phones is **not permitted during school hours**, unless an exception has been granted. This includes 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 a member of the principal team when a teacher for that class, in accordance with the Department's [Mobile Phones Policy](#) makes a request to do so and this request is approved.

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

### 1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work/lesson plan provided by teacher. Teacher has completed proforma and has Principal Team member approval
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Documented evidence of disability, or learning difficulty individual learning plan

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Evidence from medical practitioner and individual learning plan
Students who are Young Carers	Appropriate evidence of carer status and agreed upon times to check phone.

### 3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Excursion notification (add to notes)
Students on excursions and camps	Camp and/or excursion notification (add to notes)
When students are offsite (not on school grounds) and unsupervised with parental permission	Excursion notification (add to notes)
Students with a dual enrolment or who need to undertake intercampus travel	Evidence of VET/VCAL/SBAT enrolment- only for purpose of travel

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

McClelland 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
- Wearable devices not connected to a network
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

#### RELATED POLICIES AND RESOURCES

- [Bullying Prevention](#)
- [Student Wellbeing and Engagement](#)
- [Personal Property Policy](#)
- [Mobile Phones – Department Policy](#)

#### REVIEW PERIOD

This policy was last updated on November 2019 and is scheduled for review on November 2022.