



# MOBILE PHONES Student Use Policy



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 5336 7804

## PURPOSE

To explain to our school community the Department's and Mount Rowan Secondary 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 Mount Rowan Secondary College
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

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

At Mount Rowan we have implemented a Personal Electronic Devices Policy.

All Personal Electronic Devices are to be stored in student lockers or handed into the front office between 8:50 am and 3:15 pm.

This includes recess and lunch.

Personal Electronic devices include: iPods, Mobile Phones, MP3 Players, iPads, Headphones and Portable Bluetooth Speakers and smart watches.

**If a student is seen to have a personal electronic device the following will take place:**

- They are to be sent to the front office to hand their phone in.
- At the office upon handing their phone in, they will receive a receipt that they will need to use to collect their phone. Their phone will be locked away for the duration of the day.
- Students can then collect their phone at the end of the day (after 3:15).

**If a student refuses to hand their phone in at the office:**

- They are to be sent to the Head of House Office. They will receive an external suspension for refusing to follow teacher instructions. The student will be required to hand in their phone. They will then be sent back to class or recess/lunch.
- If a student still refuses to hand in their phone, they will receive an internal suspension for the duration of the day (or until they hand their phone in) and an external suspension the following day.

**Mobile phone use**

Mobile phones must not be used:

- during class or assemblies 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.
- to purchase items from the canteen

Students who use their mobile phone inappropriately at school may be issued with consequences consistent with our school's *Student Wellbeing and Engagement* and/or *Bullying* policies.

If students are observed using their phone incorrectly their phone may be confiscated and placed in the locked safe at the General Office until the end of that school day.

**Insurance**

Students are responsible for their mobile phone. Please note that the Mount Rowan Secondary College does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including mobile phones that may be brought to school. Students are responsible for items brought to school.

**Camps and excursions**

In most circumstances, students will not be allowed to bring their mobile phones on overnight school camps or excursions. Mount Rowan Secondary College will provide students and their parents and carers with information about items that can be brought to special activities and events, including mobile phones on a case-by-case basis.

## Personal mobile phone use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Mount Rowan Secondary College during school hours, including lunchtime and recess.

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.

## 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, or by the teacher for that class, in accordance with the Department's [Mobile Phones — Student Use Policy](#).

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

### 1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, 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.

## COMMUNICATION

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

- *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying etc.*
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Consultation	With School Council
Approved by	Principal
Next scheduled review date	July 2023