

# MOBILE PHONES – STUDENT USE



## Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

## PURPOSE

To explain to our school community the Department’s and Viewbank College’s policy requirements and expectations relating to students using mobile phones during school hours.

## SCOPE

This policy applies to:

1. All students at Viewbank College and,
2. Students’ personal mobile phones 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

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

At Viewbank College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in a locked locker 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 – Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Viewbank 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 Viewbank College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Please note that Viewbank 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.

Where students bring a mobile phone to school, Viewbank College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Viewbank College students are required to store their phones in their locked (with padlock) locker.

## Enforcement

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

At Viewbank 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

Consequences for breaches of guidelines Breaches of the guidelines will result in

- The student's mobile device being confiscated immediately by staff. (If the student refuses to hand over the mobile device, the student will be sent to the Assistant Principal's office with their device.)
- The staff member will hand over the confiscated mobile device to the relevant Assistant Principal. They will log the confiscation on Compass.
- On the first offence, the mobile device can be collected from an Assistant Principal at the end of the school day.
- Subsequent offences will require a parent/guardian of the student to collect the mobile device at the end of the school day.
- Repeated breaches of this policy will lead to detention, College warning and suspension from the College.

## 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.

### Camps, excursions and extracurricular activities

Viewbank 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
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

## COMMUNICATION

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

- Available publicly on our school’s website (or insert other online parent/carer/student communication method)
- 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

- [Insert links to your school’s relevant policies e.g. *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       | August 2022  |
| Consultation               | August 2022 – Student Forum<br>August 2022 – School Council – Learning and Wellbeing |
| Approved by                | Principal  |
| Next scheduled review date | February 2025  |