

 	<h1>MOBILE PHONES – STUDENT USE POLICY</h1>
Policy last reviewed	October 2023
Consultation	College Council
Approved by	Principal
Next scheduled review date This policy will be reviewed every 3 to 4 years as directed by DET	October 2027



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Nathalia Secondary College on 03 5866 2331 or nathalia.sc@education.vic.gov.au.

PURPOSE

To explain to our school community the Department's and Nathalia Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices, including iPads and smartwatches, during school hours.

SCOPE

This policy applies to:

- All students at Nathalia Secondary College and,
- Students' personal mobile phones, iPads and smartwatches brought onto school premises during school hours, including recess and lunchtime. School hours are considered as the beginning of classes in the morning and the end of classes at the end of the day.

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

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

At Nathalia Secondary 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Nathalia Secondary 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 Nathalia Secondary 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 Nathalia Secondary 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 Property Policy for more information.

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

Enforcement

At Nathalia Secondary College we rely on a trust method and that students will do the right thing. Students who use their personal mobile phones inappropriately at Nathalia Secondary College may be issued with consequences consistent with our school's existing student engagement policies based around Mobile Phones.

At Nathalia Secondary 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, 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

Nathalia Secondary 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 that are not specifically mentioned in this policy
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET off site from Nathalia Secondary College

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
- 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

This policy will be read in conjunction with, and is connected to, the following Nathalia Secondary College policies:

- Bullying Prevention Policy
- ICT Acceptable Agreement – Students
- eSMART Policy.

This policy has been developed in accordance with the direction issued from the Department of Education and particularly relates to:

- Mobile Phones – Department Policy
- Ban, Search and Seize Harmful Items
- Personal Goods – Department policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2020
Consultation	College Council will review this policy every three years
Approved by	Principal
Next scheduled review date	September 2023