

Mobile Phone Policy

PURPOSE

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

SCOPE

This policy applies to:

1. All students at Wantirna 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.

POLICY STATEMENT

Mobile phones are an integral part of the modern world and the majority of secondary school students will own one at some stage in their school years. At Wantirna College, we understand this and endeavour to work in partnership with parents to teach students how these devices can enhance our lives rather than provide a constant distraction.

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

At Wantirna 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
- When emergencies occur, parents or carers should reach their child by calling the school's General Office.

Guidelines

- 1.1 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 Wantirna College during school hours, including lunchtime and recess, unless an exception has been granted.
- 1.2 Mobile phones owned by students at Wantirna College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk.

Program

- 2.1 Mobile phones must be switched off and stored in the student's locker during the school day.
 - 2.1.1 Parents who need to contact their child during the school day must contact the General Office. The General Office will be able to support parents in communicating with their child.
- 2.2 Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so.
 - 2.2.1 Wantirna 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 *Claims for Property Damage and Medical Expenses policy* <https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy>

1.3 Students must not use their mobile phone inappropriately.

2.2.2 Where students bring a mobile phone to school, Wantirna College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Wantirna College students are required to store their phones in their lockers.

2.3 At Wantirna College inappropriate use of mobile phones is any use during school hours, unless an exception has been granted.

2.3.1 A **significant breach** of the *Mobile Phone Policy* is when a student uses their phone inappropriately:

- 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
- during exams and assessments

2.3.2 Students who use their mobile phones inappropriately at Wantirna College are expected to hand their phone to any staff member in a respectful manner upon request.

2.3.3 If a student uses their mobile phone inappropriately, the teacher will:

- request the phone from the student
- store the phone in a zip lock bag with the students name clearly recorded on the outside of the bag
- take the phone to the General Office where it will be signed in and securely stored until the end of the school day (even if it is period 4).
- Record on Compass a 'Mobile Phone Misuse' Chronicle Post.

Students can collect their confiscated phone at the end of the school day from the General Office.

2.3.4 For **significant breaches** of the *Mobile Phone Policy*, the teacher will also record an *Amber Academic/Behaviour Report* chronicle post.

2.3.5 If the student refuses to hand over their mobile phone, the teacher will:

- Remind the student that they can hand over their phone or they may receive additional consequences
- Send a student to the General Office to get assistance.

2.3.6 When teachers see students with mobile phones in the yard, they should instruct the student to return the phone to their locker. If the teacher has the capacity, they should go with the student to the locker.

- 2.3.7 Students who:
- consistently breach the College's *Mobile Phone Policy* or
 - **significantly breach** the College's *Mobile Phone Policy*

will be referred to the Sub School Team who will implement appropriate responses and consequences consistent with the *Colleges Student Engagement Policy*. The Sub School Team will ensure that an educative approach is included in their response.

- 1.4 Exceptions to the policy may be applied during school hours if certain conditions are met.

- 2.4 The three categories of exceptions allowed under the Mobile Phone Policy are:
- Learning related exemptions
 - Health and Wellbeing related exemptions
 - Exceptions related to managing risk when students are offsite

- 2.4.1 Learning related exemptions are applied for:
- specific learning activities (class-based exception). This will be documented via a 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. This will be documented via an Individual Education Plan.

- 2.4.2 Health and wellbeing-related exceptions are applied for:
- Students with a health condition. This will be documented via a Student Health Support Plan.
 - Students who are Young Carers. This will be documented via a localised student record.
 - Students using their mobile phone to make food and drink purchases at the Orchard.

- 2.4.3 Exceptions related to managing risk when students are offsite:
- Travelling to and from excursions
 - Students on excursions and camps
 - When students are offsite (not on school grounds) and unsupervised with parental permission
 - Students with a dual enrolment or who need to undertake intercampus travel

These will be determined on a case-by-case basis.

- 2.4.4 Requests for an ongoing exception need to be submitted to the Principal Team with supportive evidence prior to approval being granted. Students who have an ongoing exception to the mobile phone policy will be identified on Compass by a pink dot.

- 2.4.5 Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted. At all other times, the use of mobile phones will be regarded as inappropriate and consequences as outlined in guideline 1.3 will apply.

Mobile Phone Policy

- 1.5 Wantirna 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.
- 1.6 Students will receive education and instruction in relation to the appropriate use of mobile phone and digital communication devices.
- 1.7 Wantirna College will work proactively with parents to assist students in learning to manage their mobile phone.
- 2.5 An 'Event' on Compass is created for all camps, excursions, special activities and events that take place offsite. This 'Event' will specify if students are **not permitted** to take their mobile phone to the 'Event'.
- 2.5.1 This policy does not apply to
- Out-of-school-hours events
 - Travelling to and from school
 - Students undertaking workplace learning activities, e.g. work experience
 - Students who are undertaking VET offsite.
- 2.6 Students are expected to display courtesy, consideration and respect for others when permitted to use their mobile phone and digital communication devices.
- 2.6.1 Learning Areas will seek opportunities to provide instruction to students on safe and appropriate use of mobile phone and digital communication devices.
- 2.7 Wantirna College will provide educative information for parents related to assisting students to manage their mobile phone and digital devices through various forums including but not limited to: The College Website, The College Newsletter. The College Facebook Page Parent forums and information nights.

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| POLICY DRAFTED BY | Catherine Ford (Assistant Principal) and Shane Kruger (Assistant Principal) |
| DATE RATIFIED BY COLLEGE COUNCIL | August, 2018 |
| MAJOR REVIEW | Shane Kruger (Assistant Principal) February 2022 |
| DATE RATIFIED BY COLLEGE COUNCIL | February, 2022 |
| REVIEW | 2025 |