



MOBILE PHONE & RELATED TECHNOLOGIES POLICY

RATIONALE

Mobile phones are readily available to most students. Their safe and correct use at schools results in students being able to focus on their learning activities and also develop interpersonal communication skills other than those developed through using electronic devices. This policy applies to all students at Mentone Girls' Secondary College.

AIMS

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

IMPLEMENTATION

Definitions

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.

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

At Mentone Girls' Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours. This applies to any time the students are on school grounds.
- 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 Mentone Girls' 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.

Ipads/Laptop use

Ipads and laptops are utilised by MGSC students for class purposes. The College strongly advises students use these devices as instructed by their teachers. Inappropriate use of these devices will result in confiscation and parents/guardians will be contacted.

Secure storage

Mobile phones owned by students at Mentone Girls' 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 Mentone Girls' 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.

Where students bring a mobile phone to school, Mentone Girls' Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Mentone Girls' Secondary College students are required to store their phones in their lockers. Students are expected to keep their locker locked and secure by using the lock provided. The College will not be held responsible for students who choose not to secure their belongings.

Enforcement

Students who use their personal mobile phones inappropriately at Mentone Girls' Secondary College may be issued with consequences consistent.

Consequences:

- 1. Phone confiscated and stored until the end of the school day in First Aid.
- 2. Phone confiscated and held by a Principal class member of staff until collected by the student's parent/guardian.
- 3. Disciplinary measures i.e. detention, suspension

At Mentone Girls' 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 audio recording, 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 Policy.

The three categories of exceptions allowed under the Department's Mobile Phones Policy are:

- *1. Learning-related exceptions*

Specific exception
For specific learning activities (class-based exception)
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty

- **2. Health and wellbeing-related exceptions**

Specific exception	Documentation
Students with a health condition	Student Support Group minutes

- **3. Exceptions related to managing risk when students are offsite**

Specific exception	Documentation
Travelling to and from excursions	MGSC Incursion/Excursion and Camp documentation
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	

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

Mentone Girls' 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
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

POLICY REVIEW AND APPROVAL

Policy last reviewed	2022
Approved by	Principal
Next scheduled review date	2026