



MELBOURNE GIRLS' COLLEGE

STUDENT USE OF MOBILE DEVICES POLICY

PURPOSE

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

SCOPE

This policy applies to:

- All students at Melbourne Girls' College and,
- Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

DEFINITION

A mobile device is a device with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, "mobile device" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone.

POLICY

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

At Melbourne Girls' College:

- Students who choose to bring mobile devices 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 device use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile devices must not be used at Melbourne Girls' College during school hours, including lunchtime and recess, unless an exception has been granted.



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Where a student has been granted an exception, the student must use their mobile device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile devices owned by students at Melbourne Girls' 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 device to school unless there is a compelling reason to do so. Please note that Melbourne Girls' 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. Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile device to school, Melbourne Girls' College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Melbourne Girls' College students are required to store their mobile devices in their lockers **during school hours, (8:50am to 3:20pm)**, and should ensure their locker is correctly secured at all times, and their locker code is not shared with others.

Consequences

At Melbourne Girls' College inappropriate use of mobile devices is **any use during school hours, (8:50am to 3:20pm)** unless an exception has been granted. This particularly applies to the use of a mobile device that:

- in any way disrupts the learning of others
- is used to send inappropriate, harassing or threatening messages or phone calls
- is used to engage in inappropriate social media use including cyber bullying
- is used to capture video or images of people, including students, teachers and members of the school community without their permission
- is used to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- is seen or heard during exams and assessments

For each inappropriate use:

- Staff will confiscate the mobile device when seen or heard.
- Staff will issue a 1 hour Tuesday detention via COMPASS and Parents will be notified
- Staff will take the mobile device to the general office at the first available convenience.
- Office staff will place confiscated mobile device in a named envelope and then it will be stored in the general office safe.
- The mobile device may be collected at the end of the day from the general office with suitable evidence of ownership.
- Students who fail to follow the instruction to hand their mobile device to a staff member will receive the above consequences as well as a further detention.



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- If a mobile device is confiscated three times, families and students will be contacted and informed that the next confiscation will require a non-student adult family member to collect the mobile phone.

Students who breach this policy repeatedly may face further consequences at the discretion of the Year Level Leader or Assistant Principal – including handing their mobile phone into administration before class each day, for a designated amount of time.

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](#).

Exceptions will not be granted for the use of applications to substitute for the use of a debit or credit card.

Where an exception is granted, the student may only use the mobile device for the purpose for which it was granted.

1. Learning-related exceptions

- For specific learning activities under explicit instruction from the classroom teacher.
 - As a BYOD school, there are limited applications that require the use of a mobile device instead of a Laptop.
- For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty.

The need for a mobile device for learning related purposes must be documented in a student's Individual Learning Plan, and an approval must be pinned to their COMPASS record by a Year Level Leader or Assistant Principal.

2. Health and wellbeing-related exceptions

- Students with a health condition.
- Students who are Young Carers.

The need for a mobile device to assist a health or wellbeing related concern must be documented in a student's Individual Learning Plan, and an approval must be pinned to their COMPASS record by a Year Level Leader or Assistant Principal.

3. Exceptions related to managing risk when students are offsite



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- Travelling to and from approved excursions
- Students on approved excursions and camps
- When students are not on school grounds and unsupervised with parental permission
- Students with a dual enrolment or who need to undertake intercampus travel

Melbourne Girls' 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.

Exclusions

This policy does not apply to

- The use of an iPad in lieu of a laptop
- Out-of-school-hours events
- Travelling to and from school
- 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
- Included in staff induction processes and staff training
- Accessed by staff in Compass>favourites>Policies
- Discussed at annual staff briefings/meetings as required
- Included in transition and enrolment discussions
- Included in Course Confirmation
- Discussed at parent information nights/sessions as required
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying* policies available on the Melbourne Girls' College Website.
- [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	October 2023
Consultation	School Council
Approved by	Principal
Next scheduled review date	October 2026



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Evaluation and Review

This policy is not required to have School council approval

This is a DET required policy that will be reviewed every 3-4 years.



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