

MOBILE PHONE POLICY



Help for non-English speakers:

If you need help to understand the information in this policy please contact: 9428 8955

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:

1. All students at Melbourne Girls' College and,
2. Students' personal mobile phones and other personal mobile devices 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:

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

At Melbourne Girls' 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 Melbourne Girls' 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 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 phone 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. Refer to Melbourne Girls' College Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).

MELBOURNE GIRLS' COLLEGE POLICY

Where students bring a mobile phone 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.

Enforcement

Students who use their personal mobile phones inappropriately at Melbourne Girls' College may be issued with consequences consistent with our school's existing student engagement policies e.g. Student Wellbeing and Engagement, Code of Conduct or Bullying policies.

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 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

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 2 hour detention.

Students who breach this policy repeatedly may face further consequences at the discretion of the Year Level Leader or Assistant Principal.

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)	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

Specific exception	Documentation
Students with a health condition	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.
Students who are Young Carers	

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	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.
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

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, including personal mobile phones.

Exclusions

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

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
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Discussed at student forums
- Hard copy available from school administration upon request

REVIEW PROCESS:

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	Every 3 – 4 years June 2027