

# MOBILE PHONES – STUDENT USE POLICY

Policy 2021-2023



## Help for non-English speakers

If you need help to understand this policy, please contact Glenroy College on 9304 0400

### Purpose:

To explain to the College community the Department's and Glenroy College's 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 Glenroy 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.

### Policy:

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

At Glenroy 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 College'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 Glenroy 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 Glenroy College are considered valuable items and are brought to College 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 Glenroy 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 Goods policy](#).

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

## Enforcement

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

At Glenroy 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 Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones 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

Glenroy 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

### Related policies and resources:

- *Student Wellbeing and Engagement – College policy*
- *Code of Conduct – College policy*
- *Personal Property – College policy*
- *Bullying – College policy*
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

### Communication:

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- *Discussed at staff briefings or meetings, as required*
- Included in our staff policy handbook
- Made available in hard copy from school administration upon request
- *Uploaded to our school website*

### Policy Review and Approval:

Policy last reviewed	June 2021
Approved by	Principal and School Council
Next scheduled review date	June 2023