
Mobile Phone (Student Use) Policy

Purpose

This policy outlines Mt Hira College's requirements relating to students using mobile phones during school hours.

The aim of this policy is to provide:

- a safe environment to learn without inappropriate mobile phone use (including cyberbullying) or distractions
- greater opportunities for social interaction and physical activity during recess and lunchtimes.

Mt Hira College acknowledges the use of technology is important, but the risks and benefits from its use need to be managed.

Scope

This policy applies to all students from Years F-12 at Mt Hira College, except those with an approved exemption.

Policy Details

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker during school hours.
- For the purpose of this policy, a mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.
- Exceptions to the policy may be applied if certain conditions are met. Exceptions can be granted by the College Principal or the Principal's delegate. Exceptions must be documented.
- When emergencies occur, parents or carers should reach their child by calling the Front Office on (03) 9709 0100.

Non-Compliance

In the first instance, if a student is found to have a mobile phone in their possession during school hours, the phone will be confiscated by a staff member, deposited with the Front Office, and can be collected by the student from the front office at the end of the school day. Any subsequent breaches of the policy will result in the phone being confiscated, as above, and can only be collected from the Front Office by the respective student's parent/carer.

Personal mobile phone use

- 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 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.
- Students who choose to bring mobile phones to school must switch off the phone and store it in their locker at all times between the hours of 8:35 am – 3:30 pm.

Exceptions to the Policy:

All exceptions to the Policy require approval from the College Principal.

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically:
 - Relevant and documented health and wellbeing-related exceptions; and
 - Exceptions related to managing risk when students are offsite.
- can be granted by the College Principal or Principal's delegate.

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence or explicit class permission that has been communicated to parents or carers
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 This will be shown on the indemnity form
Students on excursions and camps	Risk assessment planning documentation This will be shown on the indemnity form
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation This will be shown on the indemnity form

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted. E.g. Parental contact whilst on an excursion, if permission for a student to do so has been applied.

Inappropriate Use

Students who use their mobile phones inappropriately at Mt Hira College will be issued with consequences consistent with our existing Behavioural Management Policy.

At Mt Hira College, inappropriate use of mobile phones refers to **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 or other inappropriate locations
- to view inappropriate material that is online
- during exams and assessments

Exclusions

This policy does not apply to:

- Out-of-school-hours events (outside of College hours - 8:30am-3:30pm)
- Travelling to and from school (except when using the College bus service)
- Students undertaking workplace learning activities, e.g. work experience

Related Policies and Resources

- Positive Behavioural Management Policy

Review Period

This policy is subject to change at any time. Please check our College website regularly for any updates. <https://www.mthira.vic.edu.au/our-school/policies/>