

MOBILE PHONE

PURPOSE

To explain to our school community the Department's and Echuca College's policy requirements and expectations relating to students using mobile phones during school hours.

SCOPE

This policy applies to:

1. All students at Echuca College and,
2. Students' personal mobile phones 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

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

At Echuca 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 Echuca 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 Echuca 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 Echuca 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, Echuca College will provide secure storage in each of the five Houses and the Year 12 Area. Secure storage is storage that cannot be readily accessed by those without permission to do so. Students are expected to stow their phones at the beginning of the school day and only access them at the end of the day.

Students will be provided with a combination lock at the beginning of the 2020 school year. They can retain this lock for their time at Echuca College or purchase a new, College approved lock through the booklist in subsequent years. Students are not permitted to use their own lock to secure their mobile phone, it must be a College approved lock.

Enforcement

Echuca College’s enforcement of this policy, must comply with the Department’s [Ban, Search and Seize Harmful Items](#) policy relating to ‘other items’ which states that staff “should instruct the student to hand over the item(s) and if the student refuses to hand over the items, implement the relevant disciplinary provision within the student code of conduct.”

Students who use their personal mobile phones inappropriately at Echuca College may be issued with consequences consistent with our College’s Student Engagement and Wellbeing Policy and the Bullying and Harassment Policy.

If a student does not make use of the secure storage provided by the college and their mobile phone is seen/heard/used during the school day:

1. First Offence

The phone is confiscated, labelled and given to the House Leader. The student can retrieve this phone at the end of the day. The confiscating teacher makes a note on Xuno that this intervention has occurred.

2. Second Offence

The phone is confiscated, labelled and given to the House Leader. The student can retrieve this phone at the end of the day. The House Leader phones home to inform parent/carer and makes a note on Xuno that this intervention has occurred.

3. Repeated Offences

A parent meeting will be held. A student may lose the privilege of having their phone at school.

At Echuca 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 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 Required
For specific learning activities (class-based exception)	Unit of work, learning sequence, Principal permission
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 Support Group plan; Medical Certificate.
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	
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

Echuca 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
- Wearable devices
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience

RELATED POLICIES AND RESOURCES

- Echuca College's Engagement & Wellbeing policy
- Echuca College's Cyber Safety policy
- Echuca College's Bullying & Harassment policy
- Echuca College's Duty of Care policy
- Echuca College's ICT policy
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

04/12/19

This policy was last ratified by School Council in....