

# Mobile Phones (Student Use) Policy

## PURPOSE

To explain to our school community the Department's and Malvern Central School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices such as smart watches or tablets, during school hours.

## SCOPE

This policy applies to:

1. All students at Malvern Central School and,
2. Students' personal mobile phones and other personal mobile devices such as smart watches brought onto the school premises or on school excursions, camps or sport events during school hours (8.55am – 3.30pm), 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

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

At Malvern Central School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours (8.55am – 3.30pm)
- 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Malvern Central School during school hours, including lunchtime and recess, or on the school premises, 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. Use of mobile phones is restricted to calls and SMS only. Mobile phones should not be used at school to access the internet, share information or app interaction as this usage is unable to be monitored or restricted by the technical infrastructure of the school.

## Secure storage

Mobile phones owned by students at Malvern Central School 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 Malvern Central School 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 Malvern Central School's *Personal Property Policy* AND/OR the Department's [Personal Goods policy](#))

At Malvern Central School students are required to store their phones in their school bags. However, the school will provide secure storage at the student's request. Secure storage is storage that cannot be readily accessed by those without permission to do so.

## Enforcement

Students who use their personal mobile phones inappropriately at Malvern Central School may be issued with consequences consistent with our school's existing student engagement policies; *MCS Student Engagement and Wellbeing Policy* and/or *MCS Anti-Bullying Policy*

At Malvern Central School 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

## 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

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

Mobile phones may not be taken on school excursions, camps or sport events unless specific permission is given for the purpose of using the mobile device to record photos or videos for subsequent classroom or school use.

Malvern Central School 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 Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- iPads and all other personal devices

### RELATED POLICIES AND RESOURCES

- *MCS Student Engagement and Wellbeing Policy*
- *MCS Anti-Bullying Policy*
- *MCS Personal Property Policy*
- *MCS Statement of Values and School Philosophy*
- [Mobile Phones – Department Policy](#)
- [Personal Goods – Department policy](#)

### REVIEW CYCLE AND EVALUATION

This policy was endorsed by School Council on 5<sup>th</sup> February, 2020 and is scheduled for review in February 2023.