



# MOBILE PHONE POLICY

## PURPOSE

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

## SCOPE

This policy applies to:

1. All students at Essendon Keilor College
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. "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

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

At Essendon Keilor College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours. All students are provided with an individual locker and are required to bring a combination or pad lock to secure their locker
- 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 relevant campus 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 Essendon Keilor 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 Essendon Keilor 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 Essendon Keilor College does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone to school, Essendon Keilor College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Essendon Keilor College students are required to store their phones, either in their lockers or if confiscated, handed into the school administration office to be placed in a lockable cupboard.

## Enforcement

Students who use their personal mobile phones inappropriately at Essendon Keilor College may be issued with consequences consistent with our school's existing student engagement, management and bullying policies

1. Students will be asked to hand in mobile phone to campus office, where it will be receipted on compass
2. The student will have a confiscation recorded on COMPASS
3. An SMS will be sent to parents / carers notifying them of the confiscation
4. In the first instance the phone will be returned to them at the end of the day
5. Second or further instances of confiscation will require a support group meeting , parents collect the phone and may result in college detentions or suspensions

At Essendon Keilor 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, which may result in authentication breeches and VCAA investigation at VCE

## 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.
- May be granted by the principal, or by the teacher for that class, in accordance with the Department's Mobile Phones Policy.

The categories of exceptions allowed are:

	Documentation Required
For specific learning activities (class-based exception) which have been documented and approved by the curriculum committee.	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	Inclusive education list, individual Learning Plan, Individual Education Plan
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record
Travelling to and from excursions	Risk assessment planning documentation

Students on excursions and camps. To be determined during excursion and camp approval process.	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**

Essendon Keilor 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 Care (OSHC)
- 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
- Students who are undertaking VET

### **REVIEW PERIOD**

This policy was last updated on June 2022 and is scheduled for review on June 2024