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| Logo  Description automatically generated | **EMERALD SECONDARY COLLEGE** |

**MOBILE PHONES POLICY**

**Help for non-English speakers**

If you need help to understand the information in this policy, please contact Emerald Secondary College on (03) 5968 5388 or email [emerald.sc@education.vic.gov.au](mailto:emerald.sc@education.vic.gov.au)

**Purpose**

To explain to our school community the Department’s and Emerald Secondary 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 Emerald Secondary College and,
2. Students’ personal mobile phones including smartwatches etc. 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**

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

At Emerald Secondary 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 school’s office on (03) 5968 5388.

**Personal mobile phone use**

In accordance with the Department’s [Mobile Phones — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy) issued by the Minister for Education, personal mobile phones must not be used at Emerald Secondary 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.

At Emerald Secondary College inappropriate use of mobile phones is defined as:

* that disrupts the learning of others in any way
* 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

**Secure storage**

Mobile phones owned by students at Emerald Secondary 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 Emerald Secondary 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 Emerald Secondary College’s Personal Property Policy and/or the Department’s [Claims for Property Damage and Medical Expenses policy](https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy).

Where students bring a mobile phone to school, Emerald Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Emerald Secondary College students are required to store their phones in their lockers with a secure lock.

The mobile phone MUST be switched off whilst in storage to avoid excessive battery wear or overheating.

**Enforcement**

It is the College’s intention to implement this policy in a collegial manner, with trust, mutual respect and to maintain the culture of harmony and respectful teacher/ student relationships.

Students who use their personal mobile phones inappropriately at Emerald Secondary College may be issued with consequences consistent with our school’s existing student engagement polices, *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

**Actions**

1. The policy is the initial warning. The imminent implementation of this policy has been sent out to the entire college community via Compass and is visible on the College website.
2. 1st offence – If the student is seen or heard with a mobile phone during school hours they will know that they have broken the rules and the phone will be confiscated for the day. The expectation is that students surrender their phone willingly, in line with the values of respect and collegiality. The phone will be placed in an envelope, and both the teacher and the student will sign off on a condition report. The phone will be handed in to the general office as soon as possible. A grey Compass post will then be entered, made visible to the student, parent/s and to the relevant Sub School Co-Ordinator. The student can collect their phone from the general office at the end of the day.
3. 2nd offence **-** as per 1st offence, if the student is seen or heard with a mobile phone during school hours they will know that they have broken the rules and the phone will be confiscated for the day. The phone must be willingly surrendered, and a yellow post will be posted on Compass. The relevant Sub School Co-Ordinator, will issue an after school detention. The phone or device will be confiscated and students will be able to collect it from the front office at the conclusion of the school day.
4. 3rd offence/subsequence offence - if the student is seen or heard with a mobile phone during school hours they will know that they have broken the rules and the phone will be confiscated for the day. The phone will be collected by the teacher as per initial action and the general office will notify the relevant Sub School Co-Ordinator to make contact with the parent/s to collect the phone at the end of the school day and arrange a parent meeting. If the parents cannot present to collect the phone, for safety reasons, the phone will be returned to the student. After a conversation with the parent/s, the student must surrender their phone to the front office at the start of each school day, and collect it after school (phone contract). The student will also receive a reflection day for this subsequent offence. The period of time will be determined by the Head of Sub School and relayed to all students at the start of the year (further discussion on length of time for consistency).
5. If students do not comply with Emerald Secondary College’s mobile phone policy students will be placed straight on to a mobile phone contract and issued with a reflection day. The period of time will be determined by the Head of Sub School and relayed to all students at the start of the year (further discussion on length of time for consistency).

At Emerald Secondary 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.

**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 — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy).

The three categories of exceptions allowed under the Department’s [Mobile Phones — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy) are:

***1. Learning-related exceptions***

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| Specific exception | Documentation |
| For specific learning activities (class-based exception) | Unit of work or learning sequence clearly documented on the Compass Lesson Plan. Phones to be returned back to student lockers directly after that class has completed. |
| For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty | Individual Education Plan, found on Compass, where mobile phone usage has been recommended by a para-professional. |

***2. Health and wellbeing-related exceptions***

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| Specific exception | Documentation |
| Students with a health condition | Student Health Support Plan. Flagged on Compass and kept on file in First Aid. |
| Students who are Young Carers | A localised student record on CASES21. |

***3. Exceptions related to managing risk when students are offsite***

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| Specific exception | Documentation |
| Travelling to and from excursions | Teacher discretion posted on Compass |
| Students on excursions and camps | Risk assessment documentation on Compass |
| When students are offsite (not on school grounds) and unsupervised with parental permission | Teacher discretion posted on Compass |
| Students with a dual enrolment or who need to undertake intercampus travel | Mobile phones allowed for safety reasons |

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**

In most circumstances, students will not be allowed to bring their mobile phones on overnight school camps or excursions. Emerald Secondary College will provide students and their parents and carers with information about items that can be brought to special activities and events, including mobile phones.

**Exclusions**

This policy does not apply to:

* Out-of-school-hours events.
* Travelling to and from school.
* Wearable devices
* iPads, Macbooks and all other personal devices
* Students undertaking workplace learning activities, e.g. work experience.
* Students who are undertaking VET.

**COMMUNICATION**

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

* Available publicly on our school’s website (or insert other online parent/carer/student communication method)
* Included in staff induction processes and staff training
* Discussed at staff briefings/meetings as required
* Discussed at parent information nights/sessions
* Hard copy available from school administration upon request

**Related policies and resources**

* [Student Wellbeing and Engagement](file:///\\8707AFS01\Users\ESC%20School%20Policies\Student%20Wellbeing%20and%20Engagement%20Policy.pdf)
* [Personal Property](file:///\\8707AFS01\Users\ESC%20School%20Policies\Personal%20Property%20Policy.pdf)
* [Bullying](file:///\\8707AFS01\Users\ESC%20School%20Policies\Bullying%20%20Harassment%20Policy.docx) Prevention
* [Mobile Phones — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy)
* [Claims for Property Damage and Medical Expenses policy](https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy)

**POLICY REVIEW AND APPROVAL**

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| Policy last reviewed | 16/09/22 |
| Consultation | 16/09/22 |
| Approved by | Principal – James Barut |
| Next scheduled review date | 16/09/25 |