



Mobile Phone Policy

PURPOSE

To explain to our community the Department's and Glen Eira College's policy requirements and expectations regarding the safe and appropriate use of mobile phones by students, at school or during school activities.

SCOPE

This policy applies to:

1. All students at Glen Eira College; and
2. Students' personal mobile phones brought onto school premises from the time of arrival at school until the student is outside the building at the end of the school day.

POLICY

Glen Eira College understands that students may bring a mobile phone to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

- While at Glen Eira College, in the buildings or outside on the grounds, at any time prior to the end of the school day phones must be **switched off and locked securely in the student's locker**. After the end of the school day (after 3.07pm), students may access their phones as long as they are not in the school building.
- 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 General Office.

Mobile phones must not be used:

- 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 and gym

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 while at school, in the buildings or outside on the grounds, at any time (including recess and lunchtime) prior to the end of the school day unless an exception has been granted.

Students will not be allowed to bring their mobile phones on overnight school camps or excursions. Glen Eira College will provide students and their parents and carers with information about items that can be brought to special activities and events.

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 Glen Eira College are considered valuable items and are brought to school at the owner's (student or parent/carer) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so.

Please note that Glen Eira 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. Students are responsible for items brought to school. Refer to the Department's Personal Goods policy.



Mobile Phone Policy

Where students bring a mobile phone to school, Glen Eira College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Glen Eira College, students are required to store their phones **locked securely in the student's locker**. Students may hand their phone in the General Office where it will be logged in a book and stored in the Business Manager's Office.

ENFORCEMENT

Students who use their mobile phone in breach of this policy will have their phone confiscated and stored at the General Office. For students who repeatedly breach this policy a parent / carer will need to collect the student's 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 Policy

The three categories of exceptions allowed under the Department's Mobile Phones Policy are:

1. Learning-related exceptions
2. Health and wellbeing-related exceptions
3. Exceptions related to managing risk when students are offsite

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

EXCLUSIONS

This policy does not apply to:

- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET.

FURTHER INFORMATION AND RESOURCES

- Department's Mobile Phone Policy
- Student Wellbeing and Engagement Policy including Student Code of Conduct
- Department's Personal Goods Policy
- Personal Accident and Personal Property Insurance Policy
- Internet and Social Media
- Bullying Prevention Policy