

## 1. Purpose & Rationale

To explain to our school community the Department of Education and Sandringham College's policy requirements, and expectations relating to students using mobile phones and other personal mobile devices including Ipads and smart watches during school hours.

### Scope

This policy applies to

- All students at Sandringham College and,
- Students' personal mobile phones and other personal mobile devices such as Ipads and smart watches brought onto school premises during school hours, including recess and lunchtime.

### Definition

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. This policy also extends to any device that may connect to or have a similar functionality to a mobile phone such as smart watches and Ipads.

## 2. Policy Goals

To clearly advise students and parents/guardians of Sandringham College expectations and policy requirements regarding the use of mobile phones, including use during school excursions, camps and co-curricular activities.

## 3. Implementation

### 3.1. Access during School Hours

Sandringham 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.

At Sandringham College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker 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

### 3.2. 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 Sandringham 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

### 3.3. Ipad and Smart Watch use

Ipads may be used as learning devices during school time but must be used for learning activities only. Smart watches and Ipads must not be used for sending or receiving messages during the school day. Smart watches and Ipads must not be used in any manner listed below:

- 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
- gaming, social media or other non-learning activities

### 3.4. Secure Storage

Mobile phones owned by students at Sandringham 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 Sandringham 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, Sandringham College will provide secure storage in the form of a school locker. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Sandringham College students are required to store their phones in their locker during school hours. Students are required to ensure that they securely lock their locker using a school authorised or personally provided lock.

Students must place their phone in their locker before the commencement of their first lesson each morning and may not remove it until the conclusion of their last lesson.

### 3.5. Enforcement

Students who use their personal mobile phones inappropriately at Sandringham College may be issued with consequences consistent with our school's existing student engagement policies [*Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.]

At Sandringham 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
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
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.

### 3.6. Camps, excursions and co-curricular activities

In most circumstances, students will not be allowed to bring their mobile phones on overnight school camps or excursions. Excursions includes whole school activities such as the College Swimming and Athletics Carnivals. Sandringham 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.

### 3.7. Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET off site (not based at Sandringham College)

- Students involved in Sandringham College’s co-curricular program before or after school (outside school hours)

## 4. Monitoring & Review

This policy was last updated on 10<sup>th</sup> December 2019 and is scheduled for review in December 2022.

## 5. Definitions

*If required, clarity on terms used within this document*

## 6. References

*Related policies, department documents or websites*

- School Policy and Advisory Guide (<http://www.education.vic.gov.au>)
- Mobile Phones – DET Policy
- Ban, Search and Seize Harmful Items
- Personal Goods – DET Policy

## 7. Document Control

Policy Number	AA-000-00	Last Approval Date	
C	College Principal	Approved By	School Council
Policy Reviewer	College Principal/Student Managers	Next Review Date	
Review Frequency	Document Availability	Policy Delivery	
<input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input checked="" type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input checked="" type="checkbox"/> College Website <input checked="" type="checkbox"/> Student Compass <input checked="" type="checkbox"/> Parent Compass <input type="checkbox"/> Staff Compass <input type="checkbox"/> Staff Information Drive <input checked="" type="checkbox"/> Enrolment Pack	<input type="checkbox"/> Annual Staff Meeting <input type="checkbox"/> Annual Parent Meeting <input type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input type="checkbox"/> Per Semester Staff Meeting <input type="checkbox"/> Per Semester Parent Meeting <input type="checkbox"/> Per Semester Student Meeting <input type="checkbox"/> Per Semester School Assembly <input type="checkbox"/> Post-incident Staff Meeting <input type="checkbox"/> Post-incident Parent Meeting <input type="checkbox"/> Post-incident Student Meeting <input type="checkbox"/> Post-incident School Assembly	