**MOBILE PHONE POLICY**

# PURPOSE

To explain to our school community, the Department’s and Clyde Secondary College policy requirements and expectations relating to students using mobile phones and other personal mobile devices e.g smartwatches during school hours.

# SCOPE

This policy applies to:

1. All students at Clyde Secondary College and,
2. Students’ personal mobile phones and other personal mobile devices brought onto school premises during school hours, including before school, 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 and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

## POLICY

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

At Clyde 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.

## PERSONAL MOBILE PHONE USE

In accordance with the Department’s [Mobile Phones Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy?Redirect=1) issued by the Minister for Education, personal mobile phones must not be used at Clyde Secondary College during school hours, including before school, lunchtime and recess, unless an exception has been granted by the school. 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 Clyde Secondary College are considered valuable items and are brought to school at the owner’s (student’s or parent/carers) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Clyde 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.

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

## ENFORCEMENT

Students who use their personal mobile phones inappropriately at Clyde Secondary College may be issued with consequences consistent with our school’s existing Student Wellbeing and Engagement policy.

At Clyde 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:

* 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.](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy?Redirect=1)

The three categories of exceptions allowed under the Department’s [Mobile Phones Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy?Redirect=1) are:

1. **Learning related exceptions**

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| **Specific exception**  | **Documentation**  |
| For specific learning activities (class-based exception)  | Unit of work, learning sequence  |

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| For students whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty  | Individual Education Plan  |

1. **Health and wellbeing related exceptions**

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| **Specific exception**  | **Documentation**  |
| Students with a health condition  | Student Health Support Plan  |
| Students who are Young Carers  | A localized student record  |

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

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| **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.

## CAMPS, EXCURSIONS AND EXTRACURRICULAR ACTIVITIES

Clyde Secondary 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

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

## RELATED POLICIES AND PROCEDURES

* [Mobile Phones – Department Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy?Redirect=1)
* [Ban, Search and Seize Harmful Items](https://www2.education.vic.gov.au/pal/?Redirect=1)
* [Personal Goods – Department policy](https://www2.education.vic.gov.au/pal/?Redirect=1)

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| Policy last reviewed  |  March 2024 |
| Approved by  |  Principal  |
| Next scheduled review date  |  March 2028 |