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|  <p><b>DONCASTER</b><br/>SECONDARY COLLEGE</p> | <p><b>MOBILE PHONE POLICY</b><br/><b>(DET POLICY)</b></p> |
| <p>College council will review this policy every three years</p>  | <p><b>Date approved:</b> September 2020</p>               |
|   | <p><b>Date of next review:</b> 2023</p>                   |

**PURPOSE**

This policy aims to establish the Doncaster Secondary College position with respect to the management, oversight and use of mobile phones in accordance with the Ministerial policy formally issued by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006 (Vic).

Doncaster Secondary College acknowledges that we live in a technology-rich world where mobile phones are an important communication tool. However, research has found that mobile phones can be disruptive in classrooms and open to misuse at school. The unregulated presence of mobile phones in classrooms can undermine students’ capacity to think, learn, remember, pay attention and regulate emotion. This policy aims to reaffirm the school’s intention to focus on face-to-face learning and interactions maximising personal growth opportunities.

Whilst this school policy supports and upholds the provisions and intent of the Minister’s policy, the contents herewith will, where possible and relevant, reflect the Doncaster Secondary College school values and ethos.

**DEFINITIONS**

For the purposes of this policy, the following definitions shall apply:

**DSC** means Doncaster Secondary College.

**Mobile device** means mobile phone, tablet and laptop.

**Mobile phone** means a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

**Other personal mobile devices** includes, but is not limited to, portable gaming devices.

**School** means Doncaster Secondary College.

**School hours** generally means from 8:30am to 3.30pm Monday to Friday whilst the school is operational i.e. during the Government declared school term/s and also includes other school authorised activity times which may occur prior to or post the defined hours or period, and includes school camps, excursions and extra-curricular activities.

**Secure storage** means a predetermined specific allocated area assigned to an individual that cannot be readily accessed by persons without permission to do so.

**Social media and/or social networking** means, but is not limited to, the following forms:

- a) Social networking sites such as but not limited to Facebook, Twitter, LinkedIn, Instagram, SnapChat and YouTube.
- b) Image and video publishing and sharing sites.
- c) Apps and messaging boards such as but not limited to Reddit, Messenger, WhatsApp, Telegram, Yammer, Tinder, Grindr, RSVP and eHarmony.
- d) Apps and/or social networks that allow you to stream video live.

## MOBILE PHONE POLICY

### SCOPE

This policy applies to:

1. All students currently enrolled at Doncaster Secondary College (DSC) and;
2. Students' personal mobile phones and other personal mobile devices.
3. This policy does not apply:
  - a) Outside of school hours
  - b) Travelling to and from school
  - c) Students undertaking workplace learning activities, e.g. work experience
  - d) Students who are undertaking VET off campus.

### POLICY STATEMENT

4. Doncaster Secondary College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school. DSC is committed to and prioritises the health, safety and wellbeing of their students during and beyond school hours.
5. DSC also acknowledges that other mobile devices such as tablets and laptops will be brought to school for educational purposes in line with the school Bring Your Own Device (BYOD) policy.
6. Students who choose to bring mobile phones and/or other personal mobile devices to school must have them switched off and stored securely in their respective lockers during school hours.
7. Exceptions to this policy may be granted where certain conditions are met (refer to the Exceptions provisions of this policy).
8. In the case of emergency or necessary immediately contact, parents or carers may reach their child by calling the school's office.

#### Mobile phones

9. Mobile phones must not be used at Doncaster Secondary College during school hours including lunchtime and recess, unless an exception has been granted. For more information, refer to the Exceptions provisions contained in this policy.
10. Mobile phones must not be used to engage or activate social media and/or social networking during school hours under any circumstances.

#### Other mobile devices

11. Mobile gaming devices such as, but not limited to, Nintendo Switch must not be used during school hours.

#### Laptops and tablets

12. In accordance with the DSC BYOD Policy, laptops and tablets must be brought to the school by students. These devices are to be used for educational purposes only unless an exception has been granted.
13. Laptops and tablets are not to be used during recess and lunchtime unless the device is being used for an authorised school purposes (e.g. homework, assignment research) or where an exception for use other than school-work has been granted.

#### Wearable Devices

14. Whilst smart-watches are not currently prohibited at DSC; students are strongly encouraged to refrain from using these devices in the capacity of a communications device.

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15. Air-pods and earphones of other kinds are not to be used or be accessed during school hours unless prior permission has been granted by a teacher

### Secure storage

16. Mobile devices owned by students at DSC 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.
17. DSC will provide secure storage for students who bring mobile devices to school.
18. Students who bring their mobile phones to school are required to store them in their individual secured lockers during school hours.
- a) Mobile phones must not be carried with school materials/books to class and around school grounds during school hours.
19. DSC does not hold accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items which may be travelling to school with the student. Refer to the Department of Education's (Vic) Personal Goods policy.

### Enforcement

20. Students who use their mobile phones and/or other mobile device during school hours or in contravention of the provisions contained in this policy will be requested to forfeit their device to the school office for secure storage in purpose built lockers for the remainder of the school day.
21. The surrendered device will be securely stored in a lockable cupboard at the office until the end of that school day, where the mobile phone will be returned to the student.
22. At Doncaster Secondary College inappropriate use of mobile phones [and other personal mobile devices] is any use during school hours, unless an exception has been granted, and particularly if used:
- in any way that disrupts the learning of others or the student themselves
  - 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

Consequences for breach of school rules relating to mobile phones [and other personal mobile devices] will be graduated and consistent with restorative practice. They may include one or more of the following:

- Conversations between the staff member and student regarding expectations
- Communication sent home to parents/guardians
- Detention
- DiSCovery teacher involvement
- Year level coordinator involvement
- Referral to the Wellbeing team
- Involvement of the Principal team
- Creating a support group for a student
- Parent/Guardian meeting

Suspension or expulsion may be considered only if the behaviour relating to the misuse of a student's mobile phone meets the grounds for suspension or expulsion under Ministerial Order 1125.

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### Exceptions

23. Exceptions to this policy:
- a) may be applied during school hours if certain conditions are met
  - b) can be granted by the principal, or by the teacher, in accordance with this policy; and
  - c) must be documented.
24. Where a student has been granted an exception to the policy, the student must use their mobile phone for the purpose for which the exception was granted, in a safe, ethical and responsible manner. This does not include the activation of or to engage social media and/or social networking.
25. There are three categories of exceptions which may be granted:
- a) Learning related
  - b) Health and wellbeing-related exceptions; and
  - c) Managing risks when students are offsite.
26. Refer to **schedule 1** of this policy for the detailed contained in each exception category.

### Camps, excursions and extra-curricular activities

27. DSC will provide students and parents/carers with information regarding items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones/devices prior to the event. The information will be provided with sufficient time to allow for adequate preparation and planning as required.
28. DSC has provided areas within the school grounds for students to play games with mobile devices during lunchtime in the past. Where this is permitted, it will be appropriate communicated, arranged and managed in an allocated room with adequate supervision.

### RELATED POLICIES AND RESOURCES

29. This policy should be read in conjunction with, and is connected to, the following DSC policies:
- a) Bullying Prevention Policy
  - b) ICT Acceptable Agreement - Students
  - c) eSMART Policy.
30. This policy has been developed in accordance with direction issued from the Department of Education, and particularly relates to:
- a) Mobile Phones – Department Policy
  - b) Ban, Search and Seize Harmful Items
  - c) Personal Goods – Department policy.

## Schedule 1

## DSC Mobile Phone Student Use Policy

**Exception Categories****1. Learning-related exceptions**

| <b>Specific exception</b>   | <b>Documentation</b>                                |
|---|---|
| <b>For specific learning activities (class-based exception)</b>   | Unit of work, learning sequence                     |
| <b>For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty</b> | Individual Learning Plan, Individual Education Plan |

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

| <b>Specific exception</b>               | <b>Documentation</b>        |
|---|-----------------------------|
| <b>Students with a health condition</b> | Student Health Support Plan |
| <b>Students who are Young Carers</b>    | A localised student record  |

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

| <b>Specific exception</b>  | <b>Documentation</b>                   |
|--|--|
| <b>Travelling to and from excursions</b>   | Risk assessment planning documentation |
| <b>Students on excursions and camps</b>  | Risk assessment planning documentation |
| <b>When students are offsite (not on school grounds) and unsupervised with parental permission</b> | Risk assessment planning documentation |
| <b>Students with a dual enrolment or who need to undertake intercampus travel</b>                  | Risk assessment planning documentation |