



Mobile Phone Policy

PREAMBLE

Macleod College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school. This policy is to provide the framework under which Macleod College and The Department of Education and Training outlines their requirements and expectations relating to students accessing and using mobile phones during school hours.

PURPOSES

To provide a direction to all students at Macleod College regarding the use and storage of their personal mobile phones brought onto school premises during school hours, including recess/lunchtime and purchases at the Canteen.

DEFINITION

A **mobile phone** is a device 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 any device that may connect to or have a similar functionality to a mobile phone including smart watches.

Wearable devices, iPads and other personal devices are excluded from the policy, however, if they are brought to school, students must switch off all notifications during the school day.

Implementation:

In accordance with the Department’s [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Macleod 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.

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

At Macleod 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 Macleod College Reception



See Appendix 1 for additional information on:

- Enforcement
- Secure storage of device
- Exceptions
- Camps, excursions and extracurricular activities
- Exclusions

Related policies and resources:

- [Mobile Phones – Department Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	January 2020
Consultation	Student Manager
Approved by	Principal
Next scheduled review date	January 2024

APPENDIX 1:

Enforcement

At Macleod 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 cyberbullying
- 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



Students who use their personal mobile phones inappropriately at Macleod College may be issued with consequences consistent with our school's existing student engagement and management guidelines

First offence

Phone confiscated for the day (collected from Reception) and COMPASS Chronicle Entry logged

Second offence

Phone confiscated for the day (collected from Reception), 45 minute after school detention, parents contacted and COMPASS chronicle entry logged

Third offence

Phone confiscated and picked up by parent/carer, 45 minute after school detention and COMPASS chronicle entry logged

Fourth offence

Phone is handed into reception every morning for a week

This will increase after every offence for the semester.

#After each semester the number of offences will reset.

Teacher is to hand the phone in at the Reception ASAP. The attached "Confiscated mobile phone" template is to be completed and using an elastic band attached around the phone

Secure storage

Mobile phones 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 Macleod 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, Macleod College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Macleod College students are required to store their phones either in their lockers or handed into the school administration office to be placed in a lockable cupboard

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - o Health and wellbeing-related exceptions; and
 - o 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

Specific exception	Documentation
For specific learning activities – approval outlining the educational rationale must be obtained by the classroom teacher from Teaching and Learning prior to the use of these in class	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 inter campus 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

Macleod 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

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET