



Mobile Phone Policy

PURPOSE

To explain to our school community the Department's and Euroa Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

SCOPE

This policy applies to:

1. All students at Euroa Secondary College,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including 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. For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

POLICY

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

At Euroa Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their lockers 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Euroa Secondary 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.



Secure storage

Mobile phones owned by students at Euroa Secondary 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 phones to school unless there is a compelling reason to do so. Please note that Euroa 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. Refer to the Personal Property Policy.

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

If a student has their phone out of their locker, the phone will be confiscated and stored at the General Office for the rest of the day. Following repeated confiscations, a parent will be called to pick up the phone at the end of the day.

Enforcement

Students who use their personal mobile phones inappropriately at Euroa Secondary College will be issued with consequences consistent with our school's existing student engagement policies: the Student Wellbeing and Engagement Policy and/or Student Code of Conduct or Prevention of Bullying Prevention policies.

At Euroa 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, or by the teacher for that class, in accordance with the Department's [Mobile Phones — Student Use Policy](#).



The three categories of exceptions allowed under the Department's [Mobile Phones — Student Use 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

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.

Camps, excursions and extracurricular activities

Euroa 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

- Out-of-school-hours events
- Travelling to and from school



- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

Responsibility:

- 1.1 It is the responsibility of students who bring mobile phones (incl. smart watches) onto College premises to adhere to the guidelines outlined in this document. Students may only use mobile phones once out of the College premises. Mobile phone (or other like devices) must not be visible and will be confiscated if used on school grounds and at school events unless the Principal or a staff member has granted an exemption.
- 1.2 Parents should be aware whether or not their child takes a mobile phone/smart watch onto college premises.
- 1.3 Students who require technology specific individual learning needs are able to use these but will require written permission from the Disability Liaison teacher.
- 1.4 Mobile phones which are found in the College and whose owner cannot be located are handed to Administration Office.
- 1.5 The College accepts no responsibility for replacing lost, stolen or damaged mobile phones/smart watches.
- 1.6 The College accepts no responsibility for students who lose, damage or have their mobile phones stolen while travelling to and from school.
- 1.7 It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones and smart watches (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones (including smart watches) and/or passwords may not be shared.
- 1.8 Students protect the privacy and dignity of individuals and security of information, to maintain the high public standing of the College and compliance with State and Federal laws.
- 1.9 Mobile phones and smart watches are not to be used within the school yard for the purpose of making or receiving phone calls, sending or receiving messages or the like, accessing social media or other web based applications.
- 1.10 The use of headphones is not permitted on campus unless under the instruction of a teacher when being used for educational purposes. The College strongly advises that for safety reasons headphones are not used when students are travelling to and from school, eg. walking, riding a bike, moving on and off buses.
- 1.11 Any mobile phone (or other like device) being used between the hours of 8.50 am and 3.20 pm without teacher/Principal permission will be confiscated. A parent may be asked to collect these devices.
- 1.12 Parents are reminded that in cases of emergency, the College Administration remains a vital and appropriate point of contact and can ensure your child is reached quickly. Phone calls received at school from parents will be passed onto students in the next available break time and phone calls home to parents can be made by the office in exceptional circumstances with teachers permission.

2. When using a digital device as a camera all students are expected to:

- 2.1 Only take photos and record sound or video with the permission and instruction of the teacher when it is part of a lesson.



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- 2.2 Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers). Please note: some students are not allowed to have photos taken. This record is with the office.
- 2.3 Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- 2.4 Seek permission from the Principal before uploading any image, sound or recording taken at Euroa Secondary College or any image of any students in uniform.
- 2.5 Be respectful in the photos that are taken or video that is captured and never use these as a tool for bullying or harassing.

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement,*
- *Code of Conduct,*
- *Personal Property,*
- *Bullying Prevention*

REVIEW PERIOD

This policy was last updated in August 2020 and is scheduled for review on 2023.