

## MOBILE PHONES - STUDENT USE POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school Policy Leader on 9112 9500 or via email [info@footscray.vic.edu.au](mailto:info@footscray.vic.edu.au)

## PURPOSE

To explain to our school community the Department of Education and Footscray High School's policy requirements and expectations relating to students using mobile phones during school hours.

## SCOPE

This policy applies to:

1. All students at Footscray High School and,
2. Students' personal mobile phones 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.

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.

## POLICY

Footscray High School understands that students may bring a personal mobile phone to school, particularly if they are traveling independently to and from school.

At Footscray High School:

- Students who choose to bring mobile phones to school, it must be locked in the students locker on arrival to school and left there for the rest of the school day
- 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 Footscray High School 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 Footscray High School 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 Footscray High School 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 Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Footscray High School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Footscray High School students are required to store their phones in their lockers or handed into the school administration office to be placed in a lockable cupboard etc].

## Enforcement

Students who use their personal mobile phones inappropriately at Footscray High School will be confiscated and taken to the front office for collection at the end of the school day. If students repeatedly do not adhere to the policy it will lead to further school action and a parent meeting.

At Footscray High School 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, 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

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

#### Laptops

Students will use these devices during class for educational purposes as instructed by their classroom teacher. They will not be allowed to use their laptops during recess and lunchtime unless they are involved in a program which is supervised by a teacher or in the library or senior study centre.

#### Camps, excursions and extracurricular activities

Footscray High School 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
- Traveling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included on our Staff Information Site on Compass
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- Student Wellbeing and Engagement Policy
- Code of Conduct Policy
- Bullying Policy
- The Department's Policy and Advisory Library (PAL): [Mobile Phones - Student Use](#)

## REVIEW AND APPROVAL

<b>Consultation</b>	School Council - October 2023
<b>Endorsed by</b>	Executive Principal
<b>Endorsed on</b>	October 2023
<b>Mandatory minimum review cycle</b>	3 - 4 Years
<b>Next review date</b>	October 2027