



MOBILE PHONE POLICY			
College Council President:		Date:	12.12.19
College Principal:		Date:	12.12.19
Date Ratified:	9.12.19.	Date To Be Reviewed:	9.12.20

PURPOSE

The Victorian Government and Robinvale College take the safe and responsible use of digital technologies, student safety and wellbeing, and the development of social skills and positive behaviour, very seriously. On this basis, the Hon. James Merlino MP, Minister for Education, announced that a new mobile phone policy would take effect from Term 1 2020.

Whilst the Victorian Government and Robinvale College staff acknowledges that we live in a technology-rich world where mobile phones are an important communication tool, 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 explains the Department's and Robinvale College's 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 Robinvale College and,
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.

POLICY

Robinvale College understands that there is an identified need for students who are travelling to and from school to have a mobile device, in the event of an emergency and to maintain contact with parents/carers. Robinvale College therefore allows for students to bring mobile devices to school, on the understanding that the following rules are adhered to:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours (8:45am to 3:05pm)
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- Messages for students may be sent by sms, so the student can read the message when they turn on their phone at the end of the school day
- When emergencies occur, parents or carers should reach their child by calling the school's office on (03) 5026 3704.
- Students will not be allowed to use or access their mobile phone during the hours of 8:45am and 3:05pm, unless an exemption granted by a staff member, is in place.

- 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

Expectations of Students

Students will turn off and place their phone in their locker and ensure the locker is securely locked each morning by 8:45am.

Leave phone in locker, turned off, during recess and lunch times.

Students will not access or use their mobile phone during the hours of 8:45am and 3:05pm.

Students will follow the instructions and requests by staff members, at all times.

Students bringing their mobile phone to school do so on the understanding that breaches of this policy may result in the phone being taken off the student and placed in secure storage.

If an exception is granted, use the device **ONLY** for the purposes of the exception.

Expectations of Staff

Instruct any student with a mobile phone to hand it to a staff member immediately, unless it is being used in accordance with an exception (see below).

Take care of any confiscated device and ensure it is taken directly to the office (with the owner's name) for collection by the student/parent.

Notify the Principal in writing, prior to the day, of any specific learning activities that require use of student mobile devices. Once approved, notify parents and students before the activity and communicate expectations.

Model appropriate use of mobile phones at all times and limit use of personal mobile phones to work related matters only or use during personal break times.

Expectations of Parents/Carers

Provide secure padlock for supplied locker. Alternatively, use a school-supplied padlock (fully refundable deposit required)

Collect the student's device from the front office if it has been confiscated more than twice.

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. Any other use may result in changes to the conditions or procedures of the exception.

Camps, excursions and extracurricular activities

Robinvale 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.

Staff supervising excursions and extracurricular activities will have a mobile phone for emergency communication, so no student will be required to have their own phone on camps or excursions.

If a mobile phone is taken on an excursion or camp in accordance with exception 3, the number must be provided to the supervising staff member, and the device must only be used accordance with the conditions/risk assessment planning of the activity, as directed by the supervising teacher. No responsibility will be taken for any loss or damage to mobile phones or other personal items students choose to bring. Security of personal items is the responsibility of the student. see: [School Policy and Advisory Guide – Students Using Mobile Phones](#).