

MOBILE PHONES/WEARABLE DEVICES

STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy please contact the office at Mallacoota P-12 College.

PURPOSE

To support Mallacoota P – 12 Colleges commitment and mission to providing a safe, secure learning environment for all students. *Reference:* [Student-Wellbeing-Engagement](#)

To explain to our school community the Department’s and Mallacoota P-12 College’s policy requirements and expectations relating to students using mobile phones and other wearable devices, and to provide students with phone free time during school hours.

SCOPE

This policy applies to:

1. All students at Mallacoota P-12 College and,
2. Students’ personal mobile phones and other wearable devices brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

A mobile phone/wearable device is a piece of technology with access to a cellular (telecommunication) system, with or without a physical connection to a network.

POLICY

Mallacoota P-12 College understands that students may bring a personal mobile phone/wearable device to school, particularly if they are travelling independently to and from school.

At Mallacoota P-12 College:

- Students who choose to bring mobile phones/wearable devices to school must have them switched off and securely stored 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/wearable devices — Student Use Policy](#) issued by the Minister for Education, personal mobile phones/wearable devices must not be used at Mallacoota P-12 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.

Under exceptional circumstances, permission may be granted for a student to access their mobile phone during the school day.

Secure storage

Mobile phones/wearable devices owned by students at Mallacoota P-12 College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Mallacoota P-12 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 Department's [Claims for Property Damage and Medical Expenses policy.](#)

Where students bring a mobile phone to school, Mallacoota P-12 College will provide secure storage in a mobile phone locker. Secure storage is storage that cannot be accessed by those without permission to do so.

Enforcement

Students who use their personal mobile phones/wearable devices without direct permission at Mallacoota P-12 College may be issued with consequences consistent with our school's existing Wellbeing and Student Engagement Policy, Bullying Prevention Policy and Statement of Values and School Philosophy.

At Mallacoota P-12 College inappropriate use of mobile phones/wearable devices is **any use during school hours**, unless an exception has been granted.

Use of a mobile phone/wearable device:

- 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, audio or images of people, including students, staff 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

will be considered a serious breach of behaviour and managed in an accordance with our Student Wellbeing and Engagement policy.

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - Learning and academic exceptions
 - 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 mobile phones/wearable devices — Student Use Policy](#).

The three categories of exceptions allowed under the Department’s [Mobile phones/wearable devices — Student Use Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
Year 12 students	Use in the common room for study purposes and educational purposes.
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 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	On arrival back from excursion/camp to allow contact with parents for collection or lift home. Students will not use phones during travel, staff request that students use the time to connect with each other. 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
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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

Mallacoota P-12 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/wearable devices.

Exclusions

This policy does not apply to

- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience

COMMUNICATION

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

- Available publicly on our school’s website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed with students during home group
- Discussed at parent information nights/forums
- Included in transition and enrolment packs
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Mobile phones/wearable devices — Student Use Policy](#)
- [Bullying-Prevention-Policy](#)
- [Student-Wellbeing-Engagement](#)
- [Statement of Values and School Philosophy](#)
- Personal Property Policy
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2024
Consultation	Consultation began has been held regularly with SRC members, student home groups, staff and School Councillors
Approved by	Principal
Next scheduled review date	August 2027