

MOBILE PHONE POLICY – STUDENT USAGE

Today's students spend increasing amounts of time accessing digital technologies and online. To be safe online, and so as to gain the greatest benefit from the opportunities provided through an online environment, students need to be taught appropriate behaviours and expectations when accessing digital technologies and the World Wide Web. As such, Brookside P-9 College is dedicated to the teaching of eSafety, responsible online behaviour and the ethical use of digital technologies, which is best done collaboratively between school and at home. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and will, therefore, be reported to police.

PURPOSE OF POLICY

To communicate school policy requirements and expectations relating to student use of mobile phones and other personal mobile devices, including smartwatches, during school hours.

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 smartwatches.

SCOPE

This policy applies to:

1. All students at Brookside College and,
2. Students' personal mobile phones

POLICY

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

At Brookside College:

- Students who choose to bring mobile phones 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 are expected to contact their child by calling the school's office.

Personal mobile phone use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Brookside 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 only for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones and devices owned by students at Brookside 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 phone to school unless there is a compelling reason to do so. Brookside College does not have accident insurance for accidental property damage or theft of personal belongings, and as such, students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Brookside College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Brookside College students are required to store their phones as outlined below:

- **Students in P-4:** Students will bring their mobile phones to be stored in secure lockers located in the Main Office. Students must bring their phone in a sealed bag/case that is labelled. An example is a small pencil case, labelled and zipped up.
- **Students in Years 5-6:** Students will store their mobile phones in allocated mobile phone lockers.
- **Students in Years 7-9:** Students will store their mobile phones in their school lockers.

All students must provide their own combination lock for the lockers which can remain on that locker for the duration of the school year.

Implementation

At Brookside College inappropriate use of mobile phones is deemed as **any use during school hours**, unless an exception has been granted, and particularly:

- 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.

Enforcement:

- Students who infringe the guidelines and rules set out in Brookside P-9 College's Mobile Phone Policy could face having their mobile devices confiscated by teachers. The mobile device will be taken to a secure place within the school and the student's parent/carer will be informed. Appropriate arrangements will then be made for the parents to collect the mobile device.
- Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone to school.
- Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal or Brookside P-9 College's Leadership Team.
- Students using mobile devices to bully other students will face disciplinary action as sanctioned by the Principal or Brookside P-9 College's Leadership Team.
- Failure to heed the rules set out in Brookside P-9 College's Mobile Phone Policy may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.

If a student is sighted using a Mobile Phone on the school site, on an excursion or camp, the following will apply:

- On the first occasion the mobile phone will be confiscated and returned to the student at the end of the school day. The student will be issued with a Detention as a result of the infringement.
- On the second occasion the mobile phone will be confiscated and returned only to a parent/carer at the end of the school day. The student will be issued with a Detention as a result of the infringement.
- On the third, and any subsequent occasion, the mobile phone will be confiscated and only returned to the parent/carer at the end of the school day. The student will be issued with a consequence as decided by the Principal or Brookside P-9 College's Leadership Team, and may include being excluded from classes to complete a Behaviour Reflection, or suspension from school for failing to follow a clear and reasonable instruction.

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 a member of the Principal Class Team, in accordance with the Department's [Mobile Phones Policy](#).

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

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

Brookside 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

In the following circumstances, the new mobile phone policy does not apply:

Description	Documentation
Out-of-School-Hours Care (OSHC)	Policy not applicable, as attendance falls outside of school hours.
Out-of-school-hours events	Policy not applicable, as attendance falls outside of school hours.
Travelling to and from school	Policy is not applicable when travel falls outside of school hours.
Wearable devices	All notifications must be switched off.
iPads and all other personal devices	All notifications must be switched off.

REVIEW PERIOD - This policy was last updated in November 2019 and is scheduled for review in 2022.