



MOBILE DEVICES POLICY

PURPOSE

To explain to our school community the Department’s and Manor Lakes P-12 College 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 Manor Lakes P-12 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. “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 and tablets.”

Mobile device refers to any device with access to a telecommunication system, with or without a physical connection to a network. This does NOT include the school approved laptop.

POLICY

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

At Manor Lakes P-12 College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours (please see secure storage).
- 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Manor Lakes P-12 College during school hours, including lunchtime and recess, unless an exception has been granted.

Only a Head of School or a member of the Principal team may grant an exception. Where an exception has been made, 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 devices owned by students at Manor Lakes P-12 College are considered valuable items and are brought to school at the owner's (student's or parent/carers) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Manor Lakes 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 Manor Lakes P-12 College AND/OR the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Manor Lakes P-12 College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Manor Lakes P-12 College, students are required to store their phones in their personal locker or can hand devices into the school administration office at Burley Griffin or Victoria to be placed in a lockable cupboard.

Enforcement

Students who use their personal mobile phones inappropriately at Manor Lakes P-12 College may be issued with consequences consistent with our school's existing wellbeing policies.

At Manor Lakes P-12 College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly the use of a mobile phone or device:

- that 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 or recordings, including students, teachers and members of the school community without their permission
- to capture video, images or recordings in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments

Actions for mobile phone/device use during school hours:

If at any time an unapproved device is sighted by staff during school hours and an exemption has not been granted the following process will be enacted:

1. The student will hand the phone to the staff member who sighted the unauthorised use.
2. The staff member will take it to either to the Burley Griffin (primary) or Victoria (secondary) Administration Building
3. If teaching, the staff member may call the Student Manager on Duty or Leadership to assist with taking the phone to the relevant administration building
4. If student refuses, parents will be contacted to support the school with the school council approved policies and procedures
5. Office staff will put it in a labeled envelope/zip lock bag to be stored in a locked cupboard

6. A compass chronicle will be made by the staff member that confiscated the phone which details the school has possession of the device.
7. An SMS and email will be sent to parents which outlines the options for returning the phone after school.
8. If a student refuses to hand the phone over for unauthorised use during recess and lunch the staff member will report to the Head of School or Leadership. Further consequences may apply for refusal to comply with staff instruction
9. Parents will be encouraged to collect the device from the relevant administration building OR to make contact with a Head of School OR Principal Team member to give verbal permission for the device to be handed back to the student at the end of the school day.
10. If a student needs the phone for travel home from school, and parents have not made contact with the school, they must request for a Head of School or Principal Team member to contact home for verbal permission.
11. If contact cannot be made, parents or carers can contact the school the following day to organise collection

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.
- must be granted by the principal, in collaboration with the teacher for that class, in accordance with the Department’s [Mobile Phones Policy](#).

The three categories of exceptions allowed under the Department’s [Mobile Phones 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
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

Manor Lakes 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.

Exclusions

This policy does not apply to:

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET at an off site location

RELATED POLICIES AND RESOURCES

- [Mobile Phones – Department Policy](#)
- [\[the below are optional references to Department policy \]](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

REVIEW PERIOD

This policy was last updated on 18/10/2019 and is scheduled for review on Oct/2022.