

## INTRODUCTION

All staff members of Bairnsdale Secondary College are responsible for supporting the safety, participation, wellbeing and empowerment of children. Our College values of 'being the best you can be', 'respect for self' and 'respect for others' provide a strong foundation for this policy.

## AIM

This policy aims to explain to our school community the Department's and Bairnsdale Secondary College policy requirements and expectations relating to students using mobile during school hours.

## SCOPE

This policy applies to:

- all students at Bairnsdale Secondary College and
- students' personal mobile phones brought onto school premises during school hours, including recess and lunchtime.

## DEFINITIONS

<b>Mobile Phone</b>	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
<b>Mobile Device</b>	a portable computing device such as a mobile phone, tablet computer or iPad
<b>Parent/Carer</b>	a person who acts in the role of parent or guardian (formal or informal) to a BSC student
<b>Staff</b>	a person who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to or directly employed by the school or the Department of Education and Training
<b>Student</b>	a person who has a current enrolment with Bairnsdale Secondary College and attends in either a part time or full-time capacity

## POLICY

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

At Bairnsdale Secondary College:

- students who choose to bring mobile phones to school must have them switched off and securely stored in lockers during school hours, including recess and lunchtime
- exceptions to this policy may be applied if certain conditions are met (see below for further information)
- when emergencies occur, parents/carers should reach their child by calling the school's office.

# IMPLEMENTATION

## 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 Bairnsdale Secondary College during school hours, including lunchtime and recess, unless an exception has been granted by the Principal.

Where a student has been granted an exception by the Principal, the student must only 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 Bairnsdale Secondary 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. Please note that Bairnsdale Secondary 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 *BSC Personal Property Policy* for more information about personal property at school.

Where students bring a mobile phone to school, Bairnsdale Secondary College will provide secure storage (personal student lockers with a padlock). Secure storage is storage that cannot be readily accessed by those without permission to do so. **At Bairnsdale Secondary College students are required to store their phones securely in their locker for the whole school day.**

## Enforcement

Students who use their personal mobile phones inappropriately at Bairnsdale Secondary College may be issued with consequences consistent with our school's existing student engagement documentation including the *BSC Student Wellbeing and Engagement Policy*, *BSC Bullying Policy*, *BSC Acceptable Use for Internet, Social Media & Digital Technologies Policy* and the *BSC Child Safe Code of Conduct*.

At Bairnsdale Secondary College, 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 within the guidelines of 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 (whole class-based exception)	<ul style="list-style-type: none"> <li>Unit of work, learning sequence</li> <li>Principal endorsed <i>BSC Mobile Phone Use Exception Form</i></li> </ul>
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	<ul style="list-style-type: none"> <li>Individual Education Plan</li> <li>Behaviour Management Plan</li> <li>Principal endorsed <i>BSC Mobile Phone Use Exception Form</i></li> </ul>

### 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.

All exceptions to this policy require the *pre-approval* of the College Principal.

#### Camps, excursions and extracurricular activities

Secondary College will provide students and their parents/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
- travelling to and from school.

#### RELATED DOCUMENTS / KEY REFERENCES

- BSC Student Wellbeing and Engagement Policy
- Acceptable Use for Internet, Social Media & Digital Technologies Policy
- BSC Bullying and Harassment Policy
- BSC Personal Property Policy
- BSC Child Safe Code of Conduct
- DET 'Students Using Mobile Phones' School Policy Advisory Guide.