

PURPOSE

To explain to our school community the Department's and Hume Valley School's 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 Hume Valley School 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

Other personal mobile devices includes Ipad's, Tablet's and wearable devices that connect to mobile phones.

POLICY

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

At Hume Valley School:

- Students who choose to bring mobile phones and other personal mobile 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Hume Valley School 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.

Secure storage

Mobile phones and other personal mobile devices owned by students at Hume Valley School 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 Hume Valley School 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.

Where students bring a mobile phone to school, Hume Valley School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Hume Valley School students are required to provide their phones to sub school leaders who will store their phones in lockable storage in each office. VCAL students are required to turn their phones or other personal devices off and store them in their lockers throughout the school day.

Enforcement

Students who use their personal mobile phones inappropriately at Hume Valley School may be issued with consequences consistent with our school's existing student engagement policies *e.g. Student Wellbeing and Engagement and/or Code of Conduct*.

At Hume Valley School 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

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, or by 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

[Hume Valley School 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

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

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying etc.*]
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

EVALUATION:

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|--|---------------|
| Ratified By Hume Valley School Council | December 2019 |
| Review Date: | December 2022 |