

## Purpose

To explain to our College community the Department's and Bannockburn P12 College's policy requirements and expectations relating to students using mobile phones [and other personal mobile devices] during College hours.

## Scope

This policy applies to:

1. All students at Bannockburn P12 College and,
2. Students' personal mobile phones [and other personal mobile devices] brought onto the College premises during College 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. "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.

## Policy

Bannockburn P12 College understands that students may bring a personal mobile phone to the College, particularly if they are travelling independently to and from the College.

At Bannockburn College:

- Students who choose to bring mobile phones to the College must have them switched off and securely stored during College 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 College 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 Bannockburn P12 College during College 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 owned by students at Bannockburn P12 College are considered valuable items and are brought to the college at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to the College unless there is a compelling reason to do so. Please note that Bannockburn 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 [Personal Goods policy](#).

Where students bring a mobile phone to the College, Bannockburn P12 College can provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Bannockburn College students are required to store their phones, turned off and either securely locked in their lockers or handed into the College office to be placed in secure storage.

## Enforcement

Students who use their personal mobile phones inappropriately at Bannockburn P12 College may be issued with consequences consistent with our College existing student engagement polices; Student Wellbeing and Engagement and/or Code of Conduct or Bullying policies.

At Bannockburn P12 College inappropriate use of mobile phones is any use during College 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 College community without their permission
- to capture video or images in the College toilets, changing rooms and gyms
- during exams and assessments

## Exceptions

Exceptions to the policy:

- may be applied during College hours if certain conditions are met, specifically,
  - o Health and wellbeing-related exceptions; and
  - o 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 with permission from the Principal |
| 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 |

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

Bannockburn P12 College will provide students and their parents and carers with specific information about items that can or cannot be brought to camps, excursions, special activities and events, including permission to bring 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
- iPads
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

## Related policies and resources

- Student Wellbeing and Engagement
- Student Code of Conduct
- Bullying Prevention and Bullying Policy
- ICT Code of Conduct
- Acceptable use Policy Digital Technologies
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

## Review period

This policy was last ratified in consultation with College Council on **October 2019** and is scheduled for review in **October 2023**.