

Aiming High

Showing Respect

Being Safe

Valuing Community

MOBILE DEVICES POLICY (PERSONAL)

Purpose

To explain to our school community Manor Lakes P12 College's policy requirements, and expectations regarding the safe and appropriate use of personal mobile devices by students, at school or during school activities.

Scope

This policy applies to:

1. All students at Manor Lakes P12 College and,
2. All personal mobile devices that have not been approved by Manor Lakes P12 College and/or classroom teacher for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

Definitions

Personal mobile devices are portable computing and communication devices such as smartphones, tablets, computers and smart watches.

Policy

Manor Lakes P12 College understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

- During class time and in school buildings, personal mobile devices must be switched off, and carried on the student's person, or
- locked securely in the student's locker.

Personal mobile device use

Personal mobile devices must not be used:

- during class or assemblies or in buildings – unless directly instructed by a teacher
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture recordings, 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 gym
- during exams and assessments.

Students who use their personal mobile device inappropriately at school may be issued with consequences consistent with our school's *Student Wellbeing and Engagement* and/or *Bullying* policies.

In some circumstances, students' personal mobile devices may be confiscated and stored securely at the Burley Griffin Administration Building or the Victoria Secondary

Administration Building. In these circumstances, the mobile device will usually be returned to the student or their parent/carer at the end of the school day.

The College Leadership Team may revoke a student's privilege of bringing their mobile phone to school if deemed to be in the best interest of that student and/or other school community members.

Secondary Students: Students are permitted to access their personal mobile devices during lunchtime and recess only, unless otherwise authorised by a supervising teacher e.g. where personal devices may be used for e-learning or other learning activities.

Primary Students: are not permitted to access their personal mobile devices during lunchtime or recess, unless they have sought and been granted permission from a supervising teacher or have been granted an exemption to this Policy by the Principal.

Exemptions

There may be circumstances in which a student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, please contact the College and Secondary Principal.

Insurance

Students are responsible for their personal mobile device. Please note that the Manor Lakes P12 College does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school. Students are responsible for items brought to school.

Camps and excursions

In most circumstances, students will not be allowed to bring their personal mobile device on overnight school camps or excursions. Manor Lakes P12 College will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile device.

Staff

- During class instruction, meetings and college formal events, staff are reminded to have their phones switched off/on silent and not answer calls unless necessary.
- Staff are able to use their phone to call administration and the leadership if they require assistance
- Staff will be mindful that recordings of students will be related to educational outcomes
- Staff are responsible for their personal mobile device. Please note that the Manor Lakes P12 College does not have accident insurance for accidental property damage. Staff are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school. Staff are responsible for items brought to school.

RELATED POLICIES AND RESOURCES

- [Insert links to your school's relevant policies eg: *Student Wellbeing and Engagement*, *Digital Technologies (Internet, Social Media and Digital Devices)* etc

- School Policy and Advisory Guide: [Students Using Mobile Phones](#)
- [School Policy and Advisory Guide: Ban, Search and Seize Harmful Items](#)

REVIEW PERIOD

This policy was last updated on June 2019 and is scheduled for review on June 2022