



# Lakeview Senior College

## Mobile Phone Policy

### Purpose:

To explain to our school community policy requirements and expectations relating to student use of mobile phones during school hours as set by the Department of Education (DET) and Lakeview Senior College.

### Scope:

This policy applies to:

1. All students at Lakeview Senior College and,
2. Student mobile phones brought onto school premises during school hours, including lunchtime and recess.

### Definition:

**A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

### Policy:

Lakeview Senior College understands that students may bring a personal mobile phone to school.

At Lakeview Senior College:

- Students who choose to have a mobile phone at 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)
- If an emergency occurs, parents/guardians should reach their child by calling the General Office (92193100).

### Personal Mobile Phone Use

In accordance with the DET Mobile Phone Policy issued by the Minister for Education, personal mobile phones must not be used at Lakeview Senior College 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 owned by students at Lakeview Senior College are considered valuable items and are brought to school at the owner's (student's or parent/guardian'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 Lakeview Senior 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. Please refer to the DET Personal Goods Policy for further information, if required (<https://www.education.vic.gov.au>).

Where students bring a mobile phone to school, Lakeview Senior College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Lakeview Senior College, students are required to store their mobile phones in their allocated school locker. All students are provided with a school locker. Lockers are for individual use only and are not to be shared. Students can purchase from the College a school approved lock or they can supply their own lock. If a student is supplying their own lock it must be sturdy and secure in order to reduce risk of theft of items from the locker. Please refer to the Lakeview Senior College Locker Policy (located on our College Website) for further information, if required.

## **Enforcement**

Students who use their personal mobile phones inappropriately at Lakeview Senior College will be issued with consequences consistent with our school's existing student engagement policies (e.g. Student Wellbeing and Engagement and Student Code of Conduct). These consequences include:

- If a mobile phone is used during the school day and an exemption is not place, it will be confiscated and stored at the General Office for collection by the student at the end of the school day.
- The mobile phone of repeat offenders will be confiscated and stored at the General Office for collection by a parent or guardian after the conclusion of the school day. In the event that a parent or guardian is unable to collect the mobile phone on that school day, a suitable time for collection will be negotiated with the relevant Year Level Coordinator (YLC) or Team Leader (TL).
- If a mobile phone has been confiscated from a student on more than three occasions in the one term, the student will be required to store the phone at the General Office from the commencement of the school day (generally 8:50am) until the conclusion of the school day (generally 3:10pm) for the remainder of that term.
- Students who refuse the request of a staff member to hand over a phone will face serious consequences and parents or guardians will be notified by the relevant YLC or TL. These consequences may include after-school detentions and/or the requirement to store the mobile phone at the General Office (as per the dot point above) for a defined period of time.

At Lakeview Senior 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, or gymnasium
- 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.

An exception can also be granted by the principal, or by the teacher for that class, in accordance with the DET Mobile Phone Policy. The three categories of exceptions allowed under the Mobile Phone Policy are:

- 1. Learning-Related Exceptions:** this exception can be granted when the use of a mobile phone is considered necessary by the classroom teacher for a specific learning activity or for a student for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty. In the relation to the latter, the student (or parent/guardian) is required to provide to the College the required documentation from a health professional in support of the exception and the exception must be included as part of the student's Individual Learning Plan (ILP).
- 2. Health and Wellbeing-Related Exceptions:** this exception can be granted for a student with a significant health condition or for a student identified as a 'Young Carer'. In both instances, the student (or parent/guardian) is required to provide to the College the required documentation in support of the exception.
- 3. Exceptions related to managing risk when students are offsite:** this exception can be granted to students travelling to and from excursions, when on excursions and camps, or when students are offsite (not on school grounds) and unsupervised with parental permission. The decision to grant this exception will be made on the basis of a risk assessment and where the availability of a mobile phone could reasonably be considered a safety measure.

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Mobile phones ('apps') are not to be used for payment purposes during the school day. Thus, payments (for example, the school canteen) must be made via credit/bank card or cash.

### **Camps, Excursions and Extracurricular Activities**

Lakeview Senior 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 events
- Travelling to and from school
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Travelling to and from an external VET

### **Related Policies and Resources**

- Lakeview Senior College Locker Policy
- Lakeview Senior College Student Wellbeing and Engagement Guidelines
- Lakeview Senior College Student Code of Conduct
- [Department of Education Mobile Phone Policy](#)

### **Review Period**

This policy was last updated in November 2019 and is scheduled for review in November 2022.