



MONTMORENCY SECONDARY COLLEGE

MOBILE PHONES – STUDENT USE POLICY

PURPOSE

To explain to our school community the Department's and Montmorency Secondary College'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 Montmorency Secondary College 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. 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.

POLICY

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

At Montmorency Secondary College:

- Students who choose to bring mobile phones and Headphones (including Air pods, but not limited to) 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).
- Students will be required to use a card or cash when purchasing food in the school canteen
- When emergencies occur, parents or carers should reach their child by calling the College's General Office.

Personal mobile phone use

In accordance with the Department's [Mobile Phones – Student Use Policy](#) issued by the Minister for Education, personal mobile phones and or electronic devices (as they pertain to this policy) must not be used at Montmorency Secondary 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 Montmorency Secondary College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Please note that Montmorency 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 Montmorency Secondary College's [Personal Property Policy](#).

Where students bring a mobile phone to school, Montmorency Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Montmorency Secondary College students are required to store their phones in their lockers, which should be locked at all times, or, alternatively, handed into the College's General Office to be placed in a lockable cupboard or the College safe.

Enforcement

Students who use their personal mobile phones and or electronic devices (as they pertain to this policy) inappropriately at Montmorency Secondary College will be instructed to hand over the item(s) and if the student refuses to hand over the item(s), may be issued with relevant consequences consistent with our College's [Student Wellbeing and Engagement Policy](#)

At Montmorency 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,
- May be granted by the Principal, 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 Email to 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
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

Where an exception is granted, the student/s can only use the mobile phone for the purpose and relevant time period for which it was granted.

Camps, excursions and extracurricular activities

Montmorency Secondary 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
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

RELATED POLICIES AND RESOURCES

- [Student Wellbeing and Engagement Policy](#)
- [Mobile Phones – Department Policy](#)
- [Personal Property Policy](#)

COMMUNICATION


This policy will be communicated to our school community in the following ways:

- Available publicly on our college website
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Student Wellbeing and Engagement Policy](#)
- [Bullying Prevention Policy](#)
- [Mobile Phones – Student Use Policy](#)
- [Weapons – Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Consultation	School Council on 19/07/2024
Approved by	 Fran Ibbott Principal 19/07/2024
Next scheduled review date	June 2027