



BUCKLEY PARK COLLEGE

Mobile Phone Policy

Developed: November 2019

Revised: November 2022

Review Date: November
2026

Endorsed by school council 14/11/2022



Help for non-English speakers

If you need help to understand the information in this policy, please contact a member of the Principal class on 9331 9999

PURPOSE

To explain to our school community the Department's and Buckley Park 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 Buckley Park 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

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

At Buckley Park College:

- Students who choose to bring mobile phones 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Buckley Park 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 Buckley Park College 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 Buckley Park 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 [Buckley Park College's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy.](#)]

Where students bring a mobile phone to school, Buckley Park College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Buckley Park College students are required to store their phones either in their lockers or handed into the school administration office to be placed in a lockable cupboard.

Enforcement

If a student is found in possession of their mobile phone during the school day, the following will apply:

1. The student will have a notification recorded on Compass by the teacher
2. The student will be asked to hand in the mobile phone to the General Office, where it will be receipted on Compass
3. An email will be sent to parent/carer notifying them of the confiscation
4. In the **first** instance the phone will be returned to the student at the end of the day
5. In the **second or further** instances of confiscation the parent/carer will be required to collect the phone.
6. Students who repeatedly continue to not follow this policy will be subjected to detentions and possible suspension.
7. The onus is on the student to inform the parent if they need to collect the students phone
8. If a student fails to follow the instruction of handing their phone into the front office, they will be issued with a coordinators detention.

Students who use their personal mobile phones inappropriately at Buckley Park College may be issued with consequences consistent with our school's existing student engagement policies [insert the name of the relevant policy/policies at your school *e.g. Student Wellbeing and Engagement* policy].

At Buckley Park College inappropriate use of mobile phones is **any use during school hours**, unless an exemption 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.
- can be granted by the Principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones — Student Use Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones — Student Use 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

Buckley Park 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
- Students who are undertaking VET

COMMUNICATION

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

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

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement, Personal Property and Bullying policy.*]
- [Mobile Phones — Student Use Policy](#)
- [\[the below are optional references to Department policy \]](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

This policy will be reviewed as part of the school's 3-4 year review cycle.