



# MONTEREY SECONDARY COLLEGE POLICIES

## MOBILE PHONE POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Monterey Secondary College on (03) 9781 7700.

### PURPOSE

To explain to our school community the Department's and Monterey Secondary College's policy requirements and expectations relating to students using mobile phones during school hours.

### SCOPE

This policy applies to:

1. All students at Monterey Secondary College and,
2. Students' personal mobile phones brought onto school premises during school hours, including recess and lunchtime.

### DEFINITIONS

For the purpose of this policy, a mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

### POLICY

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

At Monterey Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in lockers or handed into the sub school office to be placed in a lockable cabinet, 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 are to contact the school's office or the relevant Sub School Leader.
- When emergencies occur, students may request permission for use of a mobile phone, to be used in the relevant Sub School Leader'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 Monterey 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 Monterey Secondary College are considered valuable items and are brought to school at the owner's (student's or parent/carers) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Monterey 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 Monterey Secondary College's Personal Property Policy and the Department's [Claims for Property Damage and Medical Expenses policy](#).

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

## Enforcement

Students who use their personal mobile phones inappropriately at Monterey Secondary College may be issued with consequences consistent with our school's existing student engagement policies including *Student Wellbeing and Engagement* and *Code of Conduct* policies.

At Monterey Secondary College, any mobile phone sighted between 9am-3:05pm will result in the following:

- 1st offence: The phone will be required to remain in the Sub School Office until the end of the school day.
- 2nd offence: The phone will be required to remain in the Sub School Office until the end of the school day and be collected by a parent/carer.
- 3rd offence: A phone plan will be developed with the relevant Sub School Leader in accordance with the Mobile Phone Policy.

If a student is refusing to relinquish their phone when asked by a staff member, a parent/carer will be contacted and the student will be required to go home. Students who are refusing instructions regarding phone use, and behave in such a way as to pose a danger, whether actual, perceived or threatened, to the health, safety or well being of any person, may also be suspended.

At Monterey 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

Consistent with Ministerial Order 1125, suspensions are to be reserved for serious misuses of a mobile phone in schools that:

- meet the grounds for suspension
- are a last resort option that is considered after alternative interventions and support have been provided to the student to address the reasons for the behaviour associated with mobile phone use.

## 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.

These 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 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
Specific learning activities (class-based exception) documented within a unit of work or learning sequence	VET Business Learning Sequence: Unit on Social Media

### 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
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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

Monterey 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
- Wearable devices eg. Smart watches
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience

## 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 transition and enrolment packs
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement, and Code of Conduct can be accessed via the school website.
- [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	June 2024 - Principal, Principal Class, Level Leaders, Teaching Staff and School Council
Approved by	Peter Langham (Principal)
Next scheduled review date	June 2027