

MOOROOLBARK GRAMMAR

Mobile Phone Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

Phone: 03 9727 3032

Email: admissions@mooroolbarkgrammar.vic.edu.au

PURPOSE

To explain to our school community Mooroolbark Grammar's requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

SCOPE

This policy applies to all students at Mooroolbark Grammar and the use of any personal mobile phones and other personal mobile devices owned by students 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 or iPads.

POLICY IMPLEMENTATION

Note: that this policy is a Ministerial policy formally issued by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006 (Vic).

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

At Mooroolbark Grammar:

- 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 Victorian Government [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Mooroolbark Grammar 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.

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Secure storage

Mobile phones owned by students at Mooroolbark Grammar 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 Mooroolbark Grammar 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.

Where students bring a mobile phone to school, Mooroolbark Grammar will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Mooroolbark Grammar students are required to store their phones by handing them in to the front office to be placed in a lockable cupboard.

Enforcement

Students who use their personal mobile phones inappropriately at Mooroolbark Grammar may be issued with consequences consistent with our school's *Student Wellbeing and Engagement Policy* and *Bullying and Harassment Prevention Policy*.

At Mooroolbark Grammar inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted.

Exclusions

This policy does not apply to:

- Out-of-School-Hours Care (OSHC) if applicable
- Out-of-school-hours events
- Travelling to and from school

Exceptions

Exceptions to the policy may be applied during school hours if certain conditions are met and can be granted by the principal or the school governing board, specifically:

- Learning related exceptions
- Health and wellbeing-related exceptions; and
- Exceptions related to managing risk when students are offsite.

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based or year level 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 Behaviour Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan

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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.

From time to time, specific learning activities may be exempt from this policy. Where a mobile device is used for learning activities, teachers will be provided with guidance on appropriate and acceptable use of the device and will follow the procedures outlined in our *Digital Learning Policy*.

Where a mobile device is used for learning activities, parents will be informed and must give signed permission prior to the learning unit or activity commencement.

Camps, excursions and extracurricular activities

Mooroolbark Grammar 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 devices.

COMMUNICATION

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

- Available publicly on our school's website and through the communication platform
- Included in staff induction processes and staff training
- Consultation at staff briefings/meetings as required
- Discussed at parent information sessions
- Included in transition and enrolment packs
- Referenced at least annually in the school newsletter
- Discussed at student forums
- Made available in hard copy from school administration upon request

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FURTHER INFORMATION AND RESOURCES

Related School Policies/Documents:

This policy should be read in conjunction with the following school policies:

- Bullying and Harassment Prevention Policy
- Digital Learning Policy
- Student Wellbeing and Engagement Policy
- Yard Duty and Supervision Policy

POLICY REVIEW AND APPROVAL

This policy will be reviewed every 2 years, or earlier as required following breaches of this policy.

Policy last reviewed	October 2024
Approved by	Principal October 2024
Approved by	School Governing Board October 2024
Next scheduled review date	October 2026