

## PURPOSE

To outline and explain to our school community the Department's and Laverton P-12 College policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours (8:50am – 3:10pm) (e.g. smartwatches).

## SCOPE

This policy applies to:

1. All students at Laverton P-12 College and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours (8:50am – 3:10pm), 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

Laverton P-12 College understands that students may bring a personal mobile phone devices to school, particularly if they are travelling independently to and from school.

At Laverton P-12 College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours 8:50am – 3:10pm in their locker.
- Exceptions to this policy may be applied if certain conditions are met (see below for further information);
- When emergencies occur, parents or carers are asked to reach their child by calling the school's office.

### Personal mobile phone use:

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Laverton P-12 College during school hours, including lunchtime and recess, unless an exception has been granted by the Principal.

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 Laverton P-12 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 Laverton P-12 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 Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Laverton P-12 College provides a locker for students in Year 7 – 12 where students are required to store their phones (turned off) for the duration of the day.

Primary school parents are to contact their child's teacher if it is necessary for their child to bring a mobile phone to school.

### Actions to support the implementation of the policy:

Students who use their personal mobile phones without an exemption granted during school hours (8:50am – 3:10pm) at Laverton P-12 College will be issued with consequences which include:

To support the implementation of the policy, reminder notification of this policy and expectations will be issued during the first week of the year. After this the following steps will apply.

1. If a student is found with their mobile phone during the hours of 8:50am – 3:10pm staff will ask the student to hand over their phone. Phone will then be handed to the general office area. Student will be required to pick up the phone from the office at the end of the school day. The occurrence will be recorded.
  - If child fails to hand over their mobile phone, the issue will be escalated to a major incident. Parents will be contacted.
2. If a student is found with their phone on a second occasion, parents will be contacted to inform them of the following possible resolutions which could include:
  - Student required to hand mobile phone in at the office each day and to collect phone at the end of the day for an agreed period of time.
  - Student not being allowed to bring mobile phone to school.
  - Other agreed strategies.

If a student continues to ignore the Department's [Mobile Phones Policy](#) issued by the Minister for Education, a meeting will be held with the student, parent and school to decide on how to move forward so that the student is able to meet the expectations and requirements of the policy.

At Laverton Prep-12 College inappropriate use of mobile phones is **any use during school hours** (8:50am – 3:10pm), unless an exception has been granted by the Principal.

### 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 Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

#### 1. Learning-related exceptions (determined by the classroom teacher and approved by the Principal)

Specific exception
For specific learning activities (class-based exception)
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty

#### 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

Laverton Prep-12 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 Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET (please note this policy will be enforced during the VET hours while at designated government school)

#### Related Policies and Resources

- [Mobile Phones – Department Policy](#)
- [Personal Goods – Department policy](#)

#### REVIEW PERIOD

This policy was last updated on 14-11-19 and is scheduled for review on 23-10-23