



## Mirboo North Secondary College

### MOBILE PHONES



#### Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal on phone no (03)5667 9000. The Principal will contact an interpreter service.

#### **PURPOSE**

To explain to our school community the Department's and Mirboo North Secondary School's policy 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 Mirboo North Secondary and,

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. Other personal devices include smart watches, fitness trackers and other devices that access cellular (telecommunication) system directly or via a mobile phone.

#### **POLICY**

At Mirboo North Secondary School:

- 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.



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### 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 Mirboo North Secondary School 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 devices owned by students at Mirboo North Secondary school 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 Mirboo North Secondary School 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 [Claims for Property Damage and Medical Expenses policy](#)

Where students bring a mobile phone to school, Mirboo North Secondary school will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Mirboo North Secondary school students are required to store their phones inside their locked locker. We encourage all students to use a padlock or combination lock to secure all belongings.

### Enforcement

Students who use their personal mobile phones inappropriately at Mirboo North Secondary school may be issued with consequences consistent with our school's existing *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

At Mirboo North Secondary School inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly the 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



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- 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	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.



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### **Camps, Excursions and extracurricular activities**

Mirboo North Secondary School 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:

- Students whilst travelling to and from school
- Students when undertaking Workplace Learning e.g Work Placement
- Students when undertaking VET.

### **COMMUNICATION**

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

- Available publicly on our school's website
- Information included in transition and enrolment packs
- Discussed at student forums/through communication tools
- Hard copy available from school administration upon request.

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	March 2027



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### ANNEXURE A: ACCEPTABLE USE AGREEMENT (AUA)

#### School profile statement

At Mirboo North Secondary College, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
- Have programs in place to educate our students to be safe and responsible users of digital technologies
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
  - See: [Duty of Care and Supervision](#)  
(<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the [Department of Education & Training](#) and The Children's eSafety Commission:
  - [Bullystoppers Parent Interactive Learning Modules](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [iParent | Office of the Children's eSafety Commissioner](#)  
(<https://www.esafety.gov.au/education-resources/iparent>)



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### Student declaration

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Not attempting to log into the network or online service with a username or password of another person.

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#### Signature:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.



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I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name:	Student signature:
Parent/Carer Name:	Parent/Carer Signature:
Date:	