



Mobile Phone & Learning Device Policy

This policy has been developed in accordance with the ministerial policy formally issued by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006

PURPOSE

To explain to our school community the Department's and Crusoe College's policy requirements and expectations relating to students using mobile phones and learning devices during school hours or at school related activities.

SCOPE

This policy applies to

- all students at Crusoe College and,
- students' personal mobile phones brought onto school premises.

DEFINITIONS

A mobile phone is a telephone with access to cellular (telecommunication) system, with or without a physical connection to a network.

POLICY

Crusoe College understands that students may wish to bring a personal mobile phone to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

At Crusoe College

- Students who choose to bring mobile phones to school must have them turned to silent 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 / carers should 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 Crusoe College during school hours, including lunchtime and recess, unless an exception has been granted.

A student may request an exemption in writing from 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

During school hours, mobile phones must be turned to silent and stored securely in the student's locker. Crusoe College will provide secure lockers for all students who may choose to purchase a lock to enhance the security of their personal items. Students will be expected to keep all their belongings, including their mobile phone, in their allocated locker.

Mobile phones owned by students at Crusoe 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 Crusoe 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.

Where students bring a mobile phone to school, Crusoe College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Crusoe College, students are required to store their phones in their lockers.

To manage access to lockers for secure storage, the following arrangements will be in place:

- Prior to the commencement of Advisory, Session 3 (end of lunchtime) and Session 4 (end of recess), music will play over the school public address system for five minutes. During this time, students will prepare their equipment and resources for the upcoming session(s) while securing bags and other personal belongings in the locker.*
- At the start of lunchtime (11:40) and recess (1:30), music will play for five minutes during which time students will return their equipment and resources from the previous session(s) to their lockers. This will require the securing of bags and other personal belongings, in the locker.
- At the conclusion of all periods of music, students must have their personal belongings secured in their lockers and be in their timetabled learning space or, at lunchtime and recess, be outside of the Community buildings or in the designated indoor recreation space.

*This means that students must be prepared for Advisory, Session 1 and Session 2 prior to 9:00am

ENFORCEMENT

At Crusoe College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particular 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

Students who use their personal mobile phone in breach of this policy will receive consequences that will restore the learning and social environment to one that is free from mobile phones.

Students whose phone is seen or heard during class times or at recess or lunchtime, without a documented exemption, will be required to immediately hand their phone in to the GLC office or, if unavailable, to the General Office where they will be issued with a receipt to show their teacher. The phone will be available for collection by the student after 3:10pm.

When this occurs, it will be recorded by the teacher or the GLC/Office staff on Compass which will generate an email and SMS to notify parents. The GLC/Office staff or teacher will acknowledge the Confiscation chronicle entry in the Comments section.

If this were to happen on a second occasion during one term, the phone will be checked in to the GLC or General Office and be available for collection by the student after 3:10pm. When this occurs, it will be recorded by the teacher on Compass which will generate an email and SMS to notify parents.

If there were to be a third occurrence during one term, the student would face an in school suspension for repeatedly refusing to follow a reasonable and clearly communicated instruction. This will be followed by a meeting with their parents and community leader to discuss how the student will comply with this policy in the future.

Students whose phone is seen or heard during locker times, will be asked to return their phone to their locker and leave the locker area.

Students who refuse to check in their phone, use their phone inappropriately or otherwise refuse to follow the instructions of their teachers in relation to their phone will face a suspension for refusing to follow a reasonable and clearly communicated instruction as per student management procedures.

(See PDF of student management including phone procedures and not negotiables).

EXCEPTIONS

Exceptions to the policy may be applied during school hours if certain conditions are met, specifically,

- Health and Wellbeing related exceptions
 - Managing a medically diagnosed health condition (e.g. diabetes or heart condition)
 - In the role of an authorised (court appointed) young carer
- Travelling to and from excursions
- Students on excursions and camps
- When students are offsite (not on school grounds) and unsupervised with parental permission
- Students with a dual enrolment or who need to undertake intercampus travel.

CAMPS AND EXCURSIONS

In most circumstances, students will be allowed to bring their mobile phones on overnight school camps or excursions. This will provide additional security for students and staff in an unfamiliar environment, however, phones must be used strictly as directed by teachers and camp/excursion staff and may be required to be stored in a common secure area for all or part of the camp or excursion.

OTHER INFORMATION

Some teachers will have a mobile phone in class as an additional level of security and will use their phone for roll marking and record keeping. The use of head phones or ear buds by students without specific permission from their teacher to connect to an approved learning device will result in the same procedure.

Students are required to have a learning device that is consistent with the recommended options available at <http://www.crusoecollege.vic.edu.au/elearning.html>

The possession of a phone will not be seen as a substitute to having an appropriate learning device, calculator or watch.

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement* and *Internet and Social Media* policies available at <http://www.crusoecollege.vic.edu.au/>
- <https://www.education.vic.gov.au/school/principals/spag/safety/pages/mobilephones.aspx>

This policy was last updated on December 12, 2019 and will be reviewed in December 2020.