



Murrayville Community College

Mobile Phone Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Murrayville Community College on 03 5095 2001 or murrayville.cc@education.vic.gov.au.

PURPOSE

To explain to our school community the Department's and Murrayville Community College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices (smart watches etc.) during school hours.

SCOPE

This policy applies to:

- All students at Murrayville Community College
- and students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

POLICY

Murrayville Community College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school. At Murrayville Community College:

- 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. From time-

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 Murrayville Community College during school hours, including lunchtime and recess, unless an exception has been granted, for students in Prep to Year 6 this also applies to smart watches. 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 Murrayville Community 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 Murrayville Community 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 [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Murrayville Community College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Murrayville Community College students are required to store their phones from 8.50am – 3.15pm in either of the school's mobile phone lockers. Students in Prep to Year 6 are also required to store their phones and smart watches in the school's mobile phone locker from 8:35am (when they arrive at school) – 3:15pm.

Enforcement

Students who use their personal mobile devices inappropriately at Murrayville Community College may be issued with consequences consistent with our school's existing student engagement and wellbeing policies.

At Murrayville Community College inappropriate use of mobile phones/smart watches 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

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 — 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	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

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Camps, Excursions and Extra-curricular activities

Murrayville Community 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 devices.

Exclusions

This policy does not apply to:

- Out-of-school-hours events
- Travelling to and from school
- 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
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Mobile Phones — Student Use Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023
Approved by	Principal
Next scheduled review date	Before May 2027