

MOBILE PHONES & SMART DEVICE POLICY

PURPOSE

To explain to our school community the Department's and Diamond Valley College's policy requirements and expectations relating to students using mobile phones, other personal mobile devices and accessories supporting these devices during school hours.

SCOPE

This policy applies to:

1. All students at Diamond Valley College and,
2. Students' personal mobile phones, other personal mobile devices and accessories brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

For the purposes of this policy

A mobile phone is any device that may connect to or have a similar functionality to a mobile phone such as smart watches with access to a cellular (telecommunication) system, with or without a physical connection to a network.

Accessories refer to those that assist with the use of a mobile phone for example earphones or air pods

Secure Storage is a student locker fitted with a combination lock

POLICY

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

At Diamond Valley College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours and/or whilst in the school grounds
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents, guardians or 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 Diamond Valley College during school hours and/or whilst on the school grounds, 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.

Students are to securely store head phones and air pods in their locker. Where head phones are required for curriculum use, they are to be worn only whilst the activity is underway and then disconnected from their BYOD device.

Secure storage

Mobile phones owned by students at Diamond Valley 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 Diamond Valley 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, Diamond Valley College will provide secure storage that cannot be readily accessed by those without permission to do so. At Diamond Valley College, students are required to store their phones in their locker (secure storage) and secure the locker with a combination lock.

If a phone is confiscated will take all precautions to ensure safe and secure storage and safe return to owners but DVC will not be liable for any damage to the phone or smart device.

Enforcement

Students who use their personal mobile phones inappropriately at Diamond Valley College may be issued with consequences consistent with our school's existing student engagement and wellbeing policy.

At Diamond Valley College, inappropriate use of mobile phones and smart devices is **any use during school hours and/or whilst on school grounds**, 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, 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

Specific exception	Documentation
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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
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

Diamond Valley 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

- Travelling to and from school
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking external VET

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement*
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)

- [Personal Goods – Department policy](#)

REVIEW PERIOD

This policy was last updated on December2019 and is scheduled for review on December/2022.