



Mount Erin College

Mobile Devices Policy

Purpose

To explain to our school community the Department's and Mount Erin College's policy requirements and expectations relating to students using mobile phones [and other personal mobile devices] during school hours.

Scope

This policy applies to:

1. All students at Mount Erin College and,
2. Students' personal mobile phones as well as including earbuds, earphones, AirPods and other personal mobile and electronic devices that have not been approved by MEC that are 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.

A personal music player is a device that plays music via headphones or portable speakers.

Personal mobile devices - eg iPad, Music Players, Internet Connected Devices

Wireless headphones - Headphones that connect to computers, phones or Bluetooth enabled devices.

During school hours - From when students arrive on school grounds until they leave school grounds

Policy

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

At Mount Erin College:

- Students who choose to bring mobile phones and personal electronic devices 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 relevant House Office (5971 6000 and follow the prompts).

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 Mount Erin College 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 phones and other personal electronic devices owned by students at Mount Erin 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 Mount Erin 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 Mount Erin College's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).

At Mount Erin College students are responsible for the storage of their phones and electronic device. Where students bring a mobile phone or electronic device to school, they must:

- place it in their assigned locker, locked using a high quality combination or pad lock supplied by the parents/carers; or
- hand it to the relevant House Leadership Office before period 1 to be placed in a lockable storage unit and collected at the end of the school day

Enforcement

At Mount Erin College, inappropriate use of mobile phones and other personal mobile devices is any use during school hours, unless an exception has been granted.

Students who use their personal mobile phones and/or personal electronic devices inappropriately at Mount Erin College will be issued with consequences consistent with our school's existing policies- *Student Wellbeing and Engagement, Code of Conduct, Personal Property*.

First Breach of the Mobile Device Policy – the phone or device will be confiscated and the student will be able to collect it from the front office at the conclusion of the school day from a member of the Principal Class Team.

Second Breach of the Mobile Device Policy – the phone or device will be confiscated and the student will be able to collect it from the front office at the conclusion of the school day from a member of the Principal Class Team. The student will be issued with an afterschool detention.

Third Occurrence – the phone or device will be confiscated and the student will be able to collect it from the front office at the conclusion of the school day from a member of the Principal Class Team. The student will be issued with a Principal's detention. The student will also be expected to hand their phone or personal device into their House Office at the beginning of each day for the following 5 days.

If this is continuing behaviour, MEC will work with the student and parent to implement additional supports.

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 – 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
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

Mount Erin 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 events
- Travelling to and from school/study
- Wearable devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking external VET (where other institution's expectations may apply)

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
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

Further information and resources

- MEC relevant policies- *Student Wellbeing and Engagement, Code of Conduct, Personal Property*

Evaluation

This policy will be reviewed annually by the School Council to confirm/enhance internal control procedures. Proposed amendments to this policy will be discussed with Administration staff, Leadership and College Board.

Policy Review and Approval

Policy last reviewed	September 2022
Approved by	School Board
Consultation	School Council, Staff and Students
Next scheduled review date	2026