

# GREATER SHEPPARTON SECONDARY COLLEGE

## MOBILE DEVICE POLICY

Review Cycle:	Three (3) years	Review Date:	29 February 2024
Next Review Date:	February 2027	Approved by:	School Leadership
Responsible for Review:	Senior Leadership	Initial Endorsement Date:	February 2021

### PURPOSE

To explain to our school community the Department's and Greater Shepparton College's policy requirements and expectations relating to students using devices [and other personal mobile devices such as smart watches] during school hours.

### SCOPE

This policy applies to:

1. All students at Greater Shepparton Secondary College and,
2. Students' personal mobile phones [and other personal mobile devices such as smart watches] brought onto school premises during school hours, including recess and lunchtime.

### DEFINITION

A **mobile device** includes but not limited to mobile phones, ear buds, SmartWatch, portable music devices eg MP3 players

### POLICY

Greater Shepparton Secondary College understands that students may wish to bring a personal device to school, particularly if they are travelling independently to and from school.

At Greater Shepparton Secondary College:

- Students who choose to bring device 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.

#### Personal device use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones and periphery devices such as smart watches and ear buds and portable music devices must **not** be used at Greater Shepparton Secondary 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 devices for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

## Secure storage

Devices owned by students at Greater Shepparton Secondary 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 device to school unless there is a compelling reason to do so. Please note that Greater Shepparton 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 Greater Shepparton Secondary College's Personal Property Policy.

At Greater Shepparton Secondary College students are required to store their devices in their lockers or can be handed into the school administration office to be placed in the strong room. Lockers are monitored by CCTV cameras.

## Enforcement

Students who use their personal devices inappropriately at Greater Shepparton Secondary College will be issued with consequences consistent with our school's existing Student Wellbeing and Engagement Policy.

At Greater Shepparton Secondary College inappropriate use of devices is **any use during school hours**, unless an exception has been granted, and particularly use of a device:

- 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 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 Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

### **1. Learning-related exceptions**

<b>Specific exception</b>	<b>Documentation</b>
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**

<b>Specific exception</b>	<b>Documentation</b>
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**

<b>Specific exception</b>	<b>Documentation</b>
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 inter-campus travel	Risk assessment planning documentation

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

### **Camps, excursions and extracurricular activities**

Greater Shepparton 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 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
- Students who are undertaking VET

## RELATED POLICIES AND RESOURCES

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

The management of this policy has School Council approved process in order to support the policy intent.