

## Rationale

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

This policy applies to:

1. All students at Hazel Glen College and,
2. Students' personal mobile phones and other personal mobile devices 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.

## Implementation

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

At Hazel Glen 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.

### 1. Personal mobile phone use

- 1.1. In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Hazel Glen College during school hours, including lunchtime and recess, unless an exception has been granted.
- 1.2. 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.

### 2. Secure storage

- 2.1. Mobile phones owned by students at Hazel Glen 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 Hazel Glen 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, Hazel Glen College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Hazel Glen College students in Middle and Senior schools are required to store their phones in their lockers during the school day. Students in Junior School are expected to submit phones to the office before school for secure storage, phones can be collected after school.

### 3. Enforcement

- 3.1. The use of mobile phones during school hours is prohibited at the college.

- 3.2. Education of students through a Year level specific education program is an important support in the use of digital technologies.
- 3.3. Students who use their personal mobile phones during the school day at Hazel Glen College may be issued with consequences consistent with our school's existing student engagement policies and /or relevant federal and state laws.
- 3.4. At Hazel Glen College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted.

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

These examples may be subject to consequences applied by both Hazel Glen College and relevant federal and state laws.

- 3.5. Students who do not have phones secured in lockers during school hours, will be asked to hand over the item. Failure to comply will result in a disciplinary provision within the student code of conduct.

Mobile phones will be returned to students or parents or Victoria Police dependent on the nature of breach of policy.

#### 4. 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

Specific exception	Documentation
For specific learning activities (class-based exception) Mobile phones may only be used in exceptional circumstances where an ipad cannot fulfil the ability and this has been pre planned and approved by an Assistant Principal	Unit of work, learning sequence

## 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 /Individual support plan

## 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.

## 5. Camps, excursions and extracurricular activities

Hazel Glen 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.

## 6. Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Wearable devices
- iPads, tablets and laptops
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET offsite

## Related Policies / Documents

- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)
- [Hazel Glen College Cyber Bullying Policy](#)
- [Hazel Glen College Digital Technology and Network Policy](#)
- [Hazel Glen College Student Engagement Policy](#)

## Evaluation

This policy was last updated in Term 4 2019 and is scheduled for review on Term 4 2022.