

Purpose

To explain to our school community the Department's and *Mildura English Language Centre'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 *Mildura English Language Centre*
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. This policy includes other personal mobile devices, such as iPads, smart watches.

Policy

Mildura English Language Centre understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At *Mildura English Language Centre*:

- 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.

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 *Mildura English Language Centre* School 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 devices owned by students at *Mildura English Language Centre* 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 *Mildura English Language Centre* 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 *Mildura English Language Centre's* Personal Property Policy AND/OR the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, *Mildura English Language Centre* will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At *Mildura English Language Centre* students are required to store their phones in their lockers or handed into the school administration office to be placed in a lockable cupboard.

Enforcement

Students who use their personal mobile phones inappropriately at *Mildura English Language Centre* may be issued with consequences consistent with our school's existing student engagement policies for example, the *Student Wellbeing and Engagement*, *Code of Conduct* and *Bullying* policies.

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At Mildura English Language Centre inappropriate use of mobile phones 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 Policy](#).

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

1. Learning-related exceptions

Specific exception	Documentation
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
Students on excursions and camps	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.

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Camps, excursions and extracurricular activities

Mildura English Language Centre 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 Care (OSHC)
- 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

This policy should be read in conjunction with the following school policies:

- 1.19 Student Wellbeing and Engagement Policy
- 1.29 Inclusion & Diversity Policy (Includes Equal Opportunity & Sexual Harassment)
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

Review and Evaluation

<i>Ratified by:</i>	<i>SOP</i>	<i>Ratified date:</i>	<i>12.11.2019</i>
<i>Document Owner:</i>	<i>AP Principal - MELC</i>	<i>Reviewed date:</i>	<i>12.11.2022</i>
<i>S:\Admin\Policy Docs\Policy Register</i>		<i>Review Cycle:</i>	<i>3 Yearly</i>
<i>Principal Approval:</i>			

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APPENDIX A



MOBILE PHONE EXEMPTION APPLICATION FORM

Mildura English Language Centre aims to support the individual needs of all students. The College recognises for some students Mobile Phones can be required for special personal circumstances, personal health and wellbeing needs and that an exemption from the Mobile Phone Policy (no phone access at school) may be required.

To apply for an exemption students must complete the application form below. If successful students will be issued with an exemption card which must be carried with them at all times whilst at school. Student are not permitted to provide this card to another students under any circumstances and they must show this card when needing to use their mobile phone. Student must only use their phone for the exemption provide and must still maintain a silent and out of sight approach.

Student Details			
Student Name			
Pathways		Year Level	
Signature			Date
Reason for Request			
<input type="checkbox"/> Learning related exemptions	<input type="checkbox"/> Health & wellbeing related exemptions	<input type="checkbox"/> Exceptions related to managing risk when students are offsite	<input type="checkbox"/> Other
Please provide a brief description as to why this reason requires you to use your mobile phone during school times?			
Phone use required: e.g. how do you need to use your phone to support your reason whilst at school?			
<input type="checkbox"/> I acknowledge that the information stated on this application are true and correct.			
<input type="checkbox"/> I acknowledge that if my application is successful that I will carry my exemption card at all times whilst at school and show it on request and when I am required to use my mobile phone. If exemption is approved I will not provide my card to any other student under any circumstances.			
Parent/Carers Name			
Parent Signature			Date

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MOBILE PHONE POLICY MILDURA ENGLISH LANGUAGE CAMPUS

1.37

<i>Office Use</i>			
Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If not approved – Provide Reason			
<input type="checkbox"/> Exception Card Provided	<input type="checkbox"/> Compass – form uploaded	Date	
Name			
Position			
Signature		Date	