

# Croydon Community School & OPTIONS

## Mobile Devices, Use by Students

### Policy



#### PURPOSE

To explain to our school community the Department's and Croydon Community School & OPTIONS policy requirements and expectations relating to students using mobile phones and other personal mobile devices, including smart watches and personal iPads, during school hours.

#### SCOPE

This policy applies to:

1. All students at Croydon Community School & OPTIONS
2. Students' personal mobile phones and other personal mobile devices including smart watches brought onto school premises during school hours, including recess and lunchtime.

#### DEFINITION

**A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches and personal iPads.

#### POLICY

Croydon Community School & OPTIONS understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Croydon Community School & OPTIONS

- 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
- Students can contact parents by using the school landline when the need arises.

#### 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 Croydon Community School & OPTIONS 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 mobile devices including smart watches owned by students at Croydon Community School & OPTIONS 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 Croydon Community School & OPTIONS 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. Please refer to the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Croydon Community School & OPTIONS will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Croydon Community School, students are required to store their phones in their Advisory teachers lockable cupboard at the commencement of their classes for the day. At the end of the school day Advisory teachers will unlock the cupboard and phones will be returned.

At OPTIONS@Bayswater, students are required to store their phones in the designated locker located between classrooms. At the end of the school day Advisory teachers will unlock the cupboard and phones will be returned.

### **Non compliance strategy**

Students who use their personal mobile phones inappropriately at Croydon Community School & OPTIONS may be issued with consequences consistent with our school's *Student Wellbeing and Engagement Policy*.

At Croydon Community School & OPTIONS inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted. Even in situations where exception has been granted mobile phones and other personal mobile devices including smart phones will never be used

- 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
  - during assessments
1. Students who refuse to place their mobile device in the secure storage will be reminded of the school's mobile phone policy and encouraged to comply in the first instance.
  2. If a student continues to refuse to place their mobile device in the secure storage
    - a meeting will be convened with the Advisor and Assistant Principal/or member of Leadership prior to the next class and parent/carer will be notified where appropriate. At this meeting students will be given the opportunity to be heard and will be given a verbal warning that compliance is expected
    - the student may be referred to Wellbeing if a behaviour support plan/safety plan or similar support is required.
  3. If a student refuses to place their mobile device in secure storage following Step 2
    - a formal conversation will be held with Advisors/Assistant Principal regarding the mobile phone policy and ability to follow instructions and parent/carer will be involved as appropriate
    - a wellbeing conversation will also be held with a member of the Wellbeing Team and Advisor to determine the students reason for continued refusal.
  4. If it is determined that a young person has breached the policy again, a staged response will occur and individualised consequences will be explored. These may include:
    - a Student Support Group meeting, a behaviour support plan, community service, detentions, internal & external suspensions
    - consideration will be given to the student's school and extra-curricular program to determine the timing of any suspension if that was considered to be the appropriate consequence.

## 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	Examples of documentation required
For specific learning activities (class-based exception)	Unit of work, learning sequence. Teachers should notify parents/students through Compass that phones will be required for class at least a day before they are needed.
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	Examples of documentation required
Students with a health condition	Student Health Support Plan with supporting documentation from a health professional
Students who are Young Carers	A localised student record

### 3. Exceptions related to managing risk when students are offsite

Specific exception	Examples of documentation required
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**

Croydon Community School & OPTIONS 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

## **FURTHER INFORMATION AND RESOURCES**

- *Student Wellbeing and Engagement Policy*
- *Student and parent agreement*
- *Bullying Prevention Policy*
- Digital Technologies ( internet, Social Media , Devices) Policy
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

## **REVIEW CYCLE**

This policy, last updated November, 2019 and will be reviewed as part of the school's three-year review cycle or if guidelines change.