

 <b>BERWICK COLLEGE POLICY</b>	TITLE	<b>MOBILE PHONES – STUDENT USE</b>		
	VERSION/YEAR	1/2024		
	PUBLISHED LOCATIONS	COMPASS, WEBSITE, ENROLMENT PACK, ICARE HANDBOOK, STUDENT PLANNER		
	ISSUE DATE	MARCH/2024		
	REVIEW DATE	FEBRUARY/2027		
	REVIEWED BY	ASSISTANT PRINCIPAL	RATIFIED BY	COLLEGE COUNCIL
PURPOSE:	<ul style="list-style-type: none"> <li>To ensure that Berwick College policies and procedures accurately reflect the College operations, vision, values, educational philosophy and strategic goals and meet all legislative, compliance and duty of care requirements.</li> <li>To provide policy and procedure direction to all staff, students, parents and volunteers of Berwick College.</li> <li>To explain to our school community the Department’s and Berwick College’s policy requirements and expectations relating to students using mobile phones (and other personal mobile devices such as smart watches) during school hours.</li> </ul>			
BACKGROUND:	<ul style="list-style-type: none"> <li>Berwick College seeks to establish and maintain a high level of professional standards in relation to all activities within the College. This policy is in accord with the College’s Vision, Values and Service Standards.</li> </ul>			
RELATED DOCUMENTS:	<ul style="list-style-type: none"> <li>Ministerial Policy Section 5.2.1 (2)(b) of the Education and Training Reform Act 2006 (Vic).</li> </ul> Department policies: <ul style="list-style-type: none"> <li>Mobile phones Student Use</li> <li>Weapons — Banning, Searching and Seizing Harmful Items</li> <li>Claims for Property Damage and Medical Expenses</li> </ul> Berwick College policies: <ul style="list-style-type: none"> <li>Student Engagement and Wellbeing</li> <li>Bullying Prevention &amp; Response</li> </ul>			

**SCOPE:**

This policy applies to:

- All students at Berwick College and,
- Students’ personal mobile phones 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. 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, smart glasses as well as cordless earphones.

**RATIONALE:**

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

At Berwick 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.

**IMPLEMENTATION:**

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 Berwick 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 owned by students at Berwick 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 Berwick 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 Claims for Property Damage and Medical Expenses policy.

Where students bring a mobile phone to school, Berwick College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Berwick College students are required to store their phones in their locker (students to supply lock) or hand into the College Administration office to be placed in secure storage or hand into their Learning Team office (where it will be placed in a lockable cupboard) for collection at the end of each day.

### Enforcement

Students who use their personal mobile phones inappropriately at Berwick College may be issued with consequences consistent with our school's existing student engagement policies, including Student Engagement and Wellbeing, the College's ICARE Handbook or Bullying Prevention and Response policy.

At Berwick College 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.

### **BREACH OF MOBILE PHONE POLICY CONSEQUENCES:**

Breach Type		Staff Response	Consequence for Student
Use of mobile phone – student voluntarily hands over phone.	First offence	<p>Teacher to confiscate phone, then:</p> <ol style="list-style-type: none"> <li>1. place phone in zip lock bag labelled with student name and their staff code.</li> <li>2. take phone to Admin Office, record details in confiscation book.</li> <li>3. record on Compass using <b>MOBILE PHONE CONFISCATED</b> chronicle.</li> </ol> <p>This:</p> <ul style="list-style-type: none"> <li>○ automatically generates a text to parent/carer to notify of phone confiscation.</li> <li>○ automatically adds student to next after-school reflection and notifies parent/carer via email.</li> </ul> <p>Administration staff to:</p> <ul style="list-style-type: none"> <li>• Place mobile phone in secure locker (x) and record in confiscation book</li> <li>• Oversee phone collection at the end of the day.</li> </ul>	<p>Student to collect phone from Administration Office at the end of the day.</p> <p><b>After-school reflection.</b></p>
	Second offence	<p>Teacher to confiscate phone, then:</p> <ol style="list-style-type: none"> <li>1. place phone in zip lock bag labelled with student name and their staff code.</li> <li>2. take phone to Admin Office, record details in confiscation book.</li> </ol>	<p>Student to collect phone from Administration Office at the end of the day.</p> <p><b>After-school reflection.</b></p>

		<p>3. Record on Compass using <b>MOBILE PHONE CONFISCATED</b> chronicle.</p> <p>This:</p> <ul style="list-style-type: none"> <li>○ automatically generates text to parents/carer to notify of phone confiscation.</li> <li>○ automatically adds student to next after-school reflection and notifies parent/carer via email.</li> </ul> <p>Administration staff to:</p> <ul style="list-style-type: none"> <li>● Place mobile phone in secure locker (x) and record in confiscation.</li> <li>● Oversee phone collection at the end of the day.</li> </ul>	<p>Students will complete a mobile phone reflection (during the after-school reflection).</p>
	<p>Third offence</p>	<p>Teacher to confiscate phone, then:</p> <ul style="list-style-type: none"> <li>● place phone in zip lock bag labelled with student name and their staff code.</li> <li>● take phone to Admin Office, record details in confiscation book.</li> <li>● record on Compass using <b>MOBILE PHONE CONFISCATED</b> chronicle.</li> </ul> <p>This:</p> <ul style="list-style-type: none"> <li>○ automatically generates text to parent/carer to notify of phone confiscation.</li> <li>○ automatically notifies the Student Learning Leader, who will complete the suspension process.</li> </ul> <p>Administration staff to:</p> <ul style="list-style-type: none"> <li>● Place mobile phone in secure locker (x) and record in confiscation book.</li> <li>● Oversee phone collection at the end of the day.</li> </ul> <p><b>NOTE:</b> subsequent offences will cycle through 'first, second, third offence' process. Additional actions may be determined by the Learning Team Leaders.</p>	<p>Student to collect phone from Admin Office at the end of the day.</p> <p><b>Internal suspension (1 day)</b> - students will complete a mobile phone reflection AND complete work outlined on Compass lesson plans for that day.</p> <p>At the Student Learning Leader discretion, the student may be instructed to <b>hand phone in to the Learning Team office every day for five days.</b></p>
<p>Use of mobile phone and refusal to hand phone to staff member.</p>	<p>Any offence</p>	<p>Teacher to record on Compass using <b>REFUSAL TO HAVE MOBILE PHONE CONFISCATED</b> chronicle:</p> <ul style="list-style-type: none"> <li>● automatically notifies the Student Learning Leader as a Major Behaviour.</li> </ul> <p><b>NOTE:</b> Consequences for subsequent offences will be determined by Learning Team Leaders/Assistant Principals.</p> <p><b>NOTE:</b> Student Learning Leader/ Assistant Principal may request student to be immediately collected from school if behaviour/student response is deemed inappropriate/escalates.</p>	<p>If student hands phone to Student Learning Leader (upon request, same day):</p> <p><b>Internal suspension (1 day):</b></p> <ul style="list-style-type: none"> <li>● students will complete a mobile phone reflection AND complete work outlined on Compass lesson plans for that day.</li> </ul> <p>If student refuses to hand phone to Student Learning Leader:</p> <p><b>External suspension (for 1 day, on the day following the breach if possible):</b></p> <ul style="list-style-type: none"> <li>● Student Learning Leader to contact</li> </ul>

			<p>home to inform parent/carer of suspension.</p> <ul style="list-style-type: none"> <li>students will complete a mobile phone contract AND complete work outlined on Compass lesson plans for that day.</li> </ul> <p>At Student Learning Leader discretion, student may be instructed to <b>hand phone in to Learning Team office every day for five days.</b></p>
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## 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 a member of the principal class team 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 exceptions only)	Unit plan, Compass Chronicle: Mobile Phone Exemption
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Education Plan, Compass Chronicle: Mobile Phone Exemption

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition (example: monitoring diabetes)	Note pinned to Compass (General Health Observation), Compass Chronicle: Mobile Phone Exemption
Students who are Young Carers	Compass Chronicle: Mobile Phone Exemption

### 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:**

Berwick 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
- Wearable devices (while they can be worn, they cannot be used for communication)
- Other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET offsite.

**EVALUATION:**

- This policy will be reviewed every three years.