Baimbridge College Mobile Phones and Wearable Devices Policy

Help for non-English speakers

If you need help to understand the information in this policy, please contact Baimbridge College Reception on 5572 2788.

PURPOSE

Baimbridge College is committed to providing safe, supportive and responsive learning environments for everyone. The Victorian Education Department has banned mobile phones in all schools from Term 1 2020 to help reduce distractions, tackle cyber bullying and improve learning outcomes for students.

This policy outlines the requirements for the Minister for Education relating to students using mobile phones and other wearable devises such as wireless earbuds and smart watches.

SCOPE

This policy applies to:

1. All students enrolled Baimbridge College
2. Students' personal mobile phones and other wearable mobile devices such as wireless earbuds and smart watches 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.

'Off and Away': All mobile phones and wireless earbuds and smart watches must be switched off and placed in students bags for the entire school day.

'Wearable device': Includes smart watches, Apple watches and all other electronic devices (including airpods and other branded tablets), as well as their associated listening accessories, such as but not limited to headphones, ear pods and ear buds.

'Entire School Day': The time between students arrival on school grounds until students have exited the school grounds.

School grounds: All classrooms, outdoor areas, corridors/hallways, toilets, change rooms and office spaces within the school boundary. This also extends to excursions, sports carnivals, camps and all other events at the school or off site where an approved school activity takes place.

Please note: Under this policy, the Principal has the discretion to determine the definition of mobile phones and wearable devices, in response to advancements in technology.

POLICY

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

Baimbridge College Mobile Phones and Wearable Devices Policy

At Baimbridge College:

- Students **cannot use mobile phones** while on the school grounds at any time.
- This applies to all students immediately once they entre through the school gate and includes class time, sport time, break time, and when moving between classes. This also extends to excursions, sport carnivals, camps and all other events at the school or off site where an approved school activity takes place.
- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours either in their locker or at Reception.
- Students will not be able to purchase food at the school canteen using their mobile phones. They will need to bring cash or a key card.
- Exceptions to this policy may be applied if certain conditions are meet (see below for further information).
- Contact between students and their parents/ carers if needed will be through the school Reception during the hours of 8:30am and 4:30pm via phone (5572 2788) or school email baimbridge.co@education.vic.gov.au
- When emergencies occur parents/carers should reach their child by calling the schools Reception via phone 03 5572 2788.
- Communication of emergencies at the school will be published via SMS to parents/ guardians mobiles via Compass.

PROCEDURES

Student Expectations

Mobile phones and wearable devices will remain in students bags **'Off and Away'** for the duration of the school day.

When entering school grounds, students will:

1. Turn their mobile phone off and place in their locked locker.
2. Remove wearable device(s) such as airpods, and headphones and place them in their bags, set to airplane mode.
3. Smart watches and Apple watches may be worn, however notifications must be silenced.
4. Not be permitted to use their mobile phone or wireless earbuds throughout the entirety of the school day. Students needing to access audio resources must use wired earphones (as per the school's booklist requirements)

Students are not to access/ use these devices until they have left school grounds.

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 Baimbridge College during school hours, including lunchtime and recess, unless an exception from the principal 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 for the time period approved.

Secure Storage

Mobile phones owned by students at Baimbridge 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 Baimbridge 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, Baimbridge College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Baimbridge College, students are required to store their phones in their lockers or in the safe at Reception.

Storage of Confiscated Items

All mobile phones and wearable devices will be confiscated and stored in the safe at Reception. A Compass chronicle will be entered on compass by the reporting staff member.

Students will be required to sign for the confiscated items upon collection.

Note: It is the responsibility of students to not use their phone during the school day. Collections of confiscated items will take place after the final school bell. If a student misses the bus, they will be expected to make alternate arrangements to get home.

Enforcement

Students who use their mobile phones inappropriately at Baimbridge College may be issued with consequences consistent with our school's existing student engagement policies (Student Wellbeing and Engagement and/ or Code of Conduct Bullying policies.) As of 2019, this is two (2) after school detentions and confiscation of the phone until the detentions are completed.

At Baimbridge 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

At any time of the day on school grounds: If a student is observed with a phone or wireless earbuds, on their person (whether in use or stored), the items will be confiscated. The staff member will submit the confiscated items to Reception.

Baimbridge College Mobile Phones and Wearable Devices Policy

If the student refuses to follow the staff members instructions, they will be reported to the Principal. The Principal will confiscate the mobile phone and/ or wearable device and may also remove the student from class or the yard. Parents/ carers will be contacted as their child has refused to comply with the Victorian Government ban.

Note: Students refusal to follow instructions will result in an immediate escalation to Second Breach or Refusal to Comply.

1. **First Breach:**
    a. The mobile phone or wearable device(s) will be confiscated for the day.
    b. A compass chronicle from the reporting staff member will notify the parents and/ or carers and issue Warning One.
    c. Students will be able to collect the mobile phone or wearable device(s) from Reception at the end of the school day.

2. **Second Breach or Refusal to Comply**
    a. The mobile phone or wearable device will be confiscated for the day.
    b. A Compass chronicle from the reporting staff member will notify parents and/ or carers and issue Warning Two or Refusal to Comply.
    c. Parents will be required to collect the mobile phone or wearable device(s) from the school at the end of the day. Alternatively, if parents can't attend the school the phone will be kept in a secure locker overnight and collected by the student the next day.
    d. Students will be required to hand in their mobile phone and/ or wearable device(s) to Reception each morning for a total of 5 school days.
    e. The mobile phone breach will be logged on to Compass.

3. **Third Breach AND/OR Continued Refusal to Comply:**
    a. The mobile phone or wearable device(s) will be confiscated for the day.
    b. The Year Level Coordinator will contact parents and/or carers and issue a Formal Caution of Suspension.
    c. Parents will be required to meet with the Year Level Coordinator or Principal to collect the phone and discuss their child's ongoing refusal to follow the VIC Government ban.

4. **Fourth Breach AND/OR Persistent Refusal to Comply:**
    a. The mobile phone or wearable device(s) will be confiscated for the day.
    b. The Principal will contact parents and/or carers to collect the mobile phone or wearable device(s).
    c. Students will be issued with a Suspension from school for up to 5 days in line with suspension behaviours (DET) Suspensions Policy.

Baimbridge College Mobile Phones and Wearable Devices Policy

Exceptions

Exceptions to this 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)	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

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
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

When 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

Baimbridge College will provide students and their parent and carers with information about items that can or cannot be bought to camps, excursions, special activities and event, including personal mobile phones.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Out of home care (OSHC)
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

RELATED POLICIES AND RESOURCES

- Mobile Phones - Department Policy
- Ban, Search and Seize Harmful Items

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website and on the Compass Portal under Policies
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	20th June 2024
Approved by	Yvette Colquhoun – Acting Principal
Next scheduled review date	May 2026