**CROYDON SDS MOBILE PHONES – STUDENT USE POLICY**

**Help for non-English speakers**

If you need help to understand the information in this policy please contact the school office on ph 9725 4933 or by email on croydon.sds@education.vic.gov.au

**Purpose**

To explain to our school community the Department’s and Croydon Special Developmental School’s policy requirements and expectations relating to students using mobile phones during school hours.

**Scope**

This policy applies to all students at CSDS.

**Definitions**

**A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

**Policy**

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

At CSDS:

* 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 — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy) issued by the Minister for Education, personal mobile phones must not be used at CSDS 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 CSDS 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 CSDS 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 if this is deemed appropriate. Refer to the [Claims for Property Damage and Medical Expenses policy](https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy).

Where students bring a mobile phone to school, CSDS will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At CSDS students are required to store their phones at the beginning of the day in the office safe. This can be arranged by office staff upon arrival at school.

Students that attend camp are expected to secure their phone.

**Enforcement**

Students who use their personal mobile phones inappropriately at CSDS will have their parents contacted and a meeting set to discuss any incidents that have occurred. As a result of that meeting, adjustment will be made that are consistent with and proportionate to the behaviour demonstrated.

At CSDS 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 — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy).

The three categories of exceptions allowed under the Department’s [Mobile Phones — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy) are:

***Exceptions related to managing risk when students are offsite***

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| Specific exception | Documentation |
| Students on excursions and camps | Please see camp risk assessment planning documentation |
| When students are offsite (not on school grounds) and unsupervised with parental permission | Please see excursion 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**

CSDS 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.

**COMMUNICATION**

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

* Available publicly on our school’s website (or insert other online parent/carer/student communication method)
* Included in staff induction processes and staff training
* Included in school newsletter
* Included in staff handbook/manual
* Discussed at annual staff briefings/meetings
* Included in transition and enrolment packs
* Discussed at parent information nights/sessions
* Hard copy available from school administration upon request

**Related policies and resources**

* Student Wellbeing and Engagement
* Code of Conduct
* Bullying Prevention Policy
* [Weapons — Banning, Searching and Seizing Harmful Items](https://www2.education.vic.gov.au/pal/weapons/policy)
* [Claims for Property Damage and Medical Expenses policy](https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy)

**POLICY REVIEW AND APPROVAL**

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| Policy last reviewed | 7.12.22 |
| Consultation | Croydon Special Developmental School Leadership |
| Approved by | Christine Pillot  |
| Next scheduled review date | 7.12.25  |