



MELBOURNE HIGH SCHOOL

STUDENT MOBILE PHONE POLICY

PURPOSE

To explain to the School community the Department of Education and Training (DET) policy requirements and expectations relating to students using mobile phones during school hours.

SCOPE

This policy applies to all students at Melbourne High School and students' personal mobile phones on 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.

POLICY

Melbourne High School recognises that students bring mobile phones to school. At Melbourne High School:

- It is expected that students will switch off or place their mobile phones on silent and store them securely in their locker by 8.40am
- Students may not retrieve or use their mobile phone until after their last on-site activity during normal school hours, unless an exception has been granted.
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- The School will endeavour to convey a message to a student on behalf of a Parent or Carer in an emergency situation only.

Personal mobile phone use

In accordance with the DET [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Melbourne High 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 compliance with the School's Acceptable Use Policy.

Secure storage

Mobile phones owned by students are personal items and are brought to school at the owner's (student's or parent/carer's) risk. Please note that Melbourne High School does not have accident insurance for accidental property damage or theft. Students and their parents/carers are therefore encouraged to obtain appropriate insurance for valuable items.

When students bring a mobile phone to school, it must be placed in their locker on arrival inside the school building. The mobile phone must not be used at, or removed from their locker prior to the end of scheduled classes or on-site

activities during the school day. It is the responsibility of the student to ensure that their locker is secure at all times. This includes not providing access to their locker or lock combination to others.

Enforcement

If a student is found in possession of a mobile phone, in breach of this policy, they will be instructed to take the phone to the General Office immediately and to return to the teacher with a verification of check-in receipt. At the end of scheduled classes and activities, they may retrieve the device from the General Office on presentation of an ID card.

A student in breach of this policy, will be instructed to take their mobile phone to the General Office. If they do not comply immediately, and the mobile phone has not been turned in to the General Office within ten minutes of the instruction, they will be found in double breach of the policy. This will count as a double strike and parents will be notified by the relevant SLC.

If a student is in breach of this policy twice in a year, their parents will be notified. If there is a third breach of the policy within the year, the mobile phone will be retained until retrieved by a parent. After three strikes, for every subsequent breach of the mobile phone policy within the school calendar year, the mobile phone will be retained at the General Office until it is retrieved by a parent.

Students must not use their mobile phones in any way that is a breach of Melbourne High School's Student Wellbeing and Engagement policy or Acceptable Usage policy. This includes:

- sending inappropriate, harassing or threatening messages or phone calls
- in any way that disrupts the learning of others
- engaging in inappropriate social media use including cyber bullying
- capturing video or images of any person without their permission
- capturing video or images in the school toilets, changing rooms, swimming pools and gyms regardless of permission being granted
- during exams and assessments

Exceptions

Exceptions to the policy will be granted by the Principal, an Assistant Principal, a Student Learning Co-ordinator or the Wellbeing Co-ordinator, in accordance with the DET [Mobile Phones Policy](#).

It may be applied during school hours if certain conditions are met, specifically:

- Health related exceptions
- Exceptions related to managing risk when students are offsite
- Wearable devices (e.g. smart watches) that are not being used as mobile devices as per the 'definition' above
- Notebook computers and all other personal devices such as iPads (NB. Students are expected to turn off notifications and / or messaging applications that can be used on mobile devices)

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

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Approval of supervising teacher
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	Approval of supervising teacher
Students on excursions and camps	Approval of supervising teacher
When students are offsite (not on school grounds) and unsupervised with parental permission	None
School activities outside of normal school hours	Approval of supervising teacher

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

The School 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. Students are not permitted to bring mobile phones to the Millgrove Outdoor Education Centre.

This policy does not apply to:

- Travelling to and from school
- Wearable devices
- School endorsed personal devices eg: BYODD devices
- Students undertaking workplace learning activities, e.g. work experience
- Students attending an off-site VET subject (if VET is on-site the Mobile Phone policy applies)

RELATED POLICIES AND RESOURCES

- *MHS Student Wellbeing and Engagement*
- *MHS Statement of Citizenship*
- *MHS Acceptable Usage*
- [Mobile Phones – Department Education and Training](#)
- [Personal Goods – Department Education and Training](#)

REVIEW PERIOD

This policy was last updated on 22 April 2021 and ratified by School Council in June 2021.