



## NORTHERN BAY COLLEGE

### Mobile Phones – Student Use

#### 1. PURPOSE

To explain to our school community the Department of Education and Training (DET) 's and Northern Bay College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school programs.

#### 2. SCOPE

This policy applies to:

1. All students at Northern Bay College and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school programs, including recess and lunchtime, and all school events and activities.

#### 3. DEFINITIONS

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

**Personal mobile devices**, includes Smartwatches, iPads, iPods, notebooks, tablets.

**Approved learning device**, is a device provided by the school to assist in learning activities

#### 4. POLICY

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

**At Northern Bay College:**

- Students who choose to bring mobile phones or personal mobile devices 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Northern Bay College during school programs, 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/ devices owned by students at Northern Bay 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 or personal mobile device to school unless there is a compelling reason to do so. Please note that Northern Bay 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 [\[Northern Bay College's Personal Property \(Students\) Policy\]](#) AND/OR the Department's [Personal Goods policy.](#)

Where students bring a mobile phone to school, Northern Bay College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Northern Bay College students are required to store their phones in a designated locked area or handed into the school administration office to be placed in a lockable cupboard.

**Enforcement**

Students who use their personal mobile phones inappropriately at Northern Bay College may be issued with consequences consistent with our school's existing student engagement

[Student Engagement and Wellbeing Policy](#) , [Bullying Prevention Policy](#) and [Digital Technologies Policy](#)

At Northern Bay College inappropriate use of mobile phones is **any use during school programs**, unless an exception has been granted by the College Principal, 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 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 College Principal, 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	Appropriate event planning documentation and risk assessment
Students on excursions and camps	Appropriate event planning documentation and risk assessment
When students are offsite (not on school grounds) and unsupervised with parental permission	Appropriate event planning documentation and risk assessment
Students with a dual enrolment or who need to undertake intercampus travel	Appropriate event planning documentation and risk assessment

Where an exception is granted, students can only use the mobile phone for the purpose for which it was granted.

### Camps, excursions and extracurricular activities

Northern Bay 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 where this policy does not apply

- Out-of-School-Hours Care (OSHC)
- Travelling to and from school
- Students who are undertaking VET
- Students undertaking workplace learning activities, e.g. work experience

## 5. RELATED POLICIES AND RESOURCES

- [Mobile Phones – Department Policy](#)
- [Digital Technologies Policy](#)
- [Ban, Search and Seize Harmful Items \(Department Policy\)](#)
- [Personal Goods – Department policy](#)

## 6. REVIEW PERIOD

This policy was last updated on 13 November 2019 and is scheduled for review on August 2022.