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**Fitzroy High School**

**Mobile Phone Policy – Student Use**



**Help for non-English speakers**

If you need help to understand the information in this policy, please contact Fitzroy High School on 03 9488 1900 or Fitzroy.HS@education.vic.gov.au.

**Purpose**

To explain to our school community the Department’s and Fitzroy High School’s policy requirements and expectations relating to students using mobile phones.

**Scope**

This policy applies to:

1. All students at Fitzroy High School and,
2. 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.

**Policy**

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

At Fitzroy High School:

* Students who choose to bring mobile phones to school must have them switched off and securely stored in their lockers 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 Fitzroy 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 a safe, ethical and responsible manner.

**Secure storage**

Mobile phones owned by students at Fitzroy High School 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 Fitzroy High School 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 Fitzroy High School School’s Personal Property Policy AND/OR the Department’s [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, Fitzroy High School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Fitzroy High School students are required to store their phones in their lockers, which should be kept securely locked or handed into the school administration office to be placed in a lockable cupboard. We enact our School value of Trust, by trusting students to keep their phone in their lockers for the school day.

**Implementation**

Students who use their personal mobile phones inappropriately at Fitzroy High School school may be issued with consequences consistent with our school’s existing student engagement polices *Student Wellbeing and Engagement* and *Bullying* policies.

At Fitzroy High School 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

**Procedure for mobile phone misuse:**

1. Students who use their phones during the school day will be asked to hand their phone to the school administration office in a lockable cupboard until the end of the school day.
2. Students who have repeated breaches of the mobile phone policy logged on Compass will have a 1:1 meeting with their Level Leader with the outcome that their phone is handed into administration office from after that meeting for one full week. If a student complies with this every day for a week, they will then be given back the trust to keep their phone switched off in their locker. The above will be repeated by the Level Leader if further misuse is recorded on compass after this.
3. If a student does not comply with handing their phone into the front office a meeting will be held with parents, the Level Leader and Assistant Principal/Principal. Parents may be asked to come and collect a phone in the future if necessary.
4. If after this, the student does not comply with handing their phone into the administration office, as a last resort, a suspension may be given for consistently failing to follow the instructions of a teacher/staff member.

**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:

***1. Learning-related exceptions***

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| 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***

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| 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***

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| 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**

Fitzroy High 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.

**Exclusions**

This policy does not apply to

* Travelling to the Wurun Senior Campus for an early VCE subject
* Out-of-school-hours events
* Travelling to and from school
* Students undertaking workplace learning activities, e.g. work experience
* Students who are undertaking VET

**Communication**

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

* Available publicly on our school’s website
* 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

**Further information and resources**

This policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

* [Child Safety Code of Conduct](https://fitzroyhs.vic.edu.au/wp-content/uploads/2023/06/Child-Safety-CoC-June-2023-1.pdf)
* [Digital Learning Policy](https://fitzroyhs.vic.edu.au/wp-content/uploads/2023/06/Digital-Learning-June-2023.pdf)
* [Acceptable Use Agreement](https://fitzroyhs.vic.edu.au/wp-content/uploads/2022/09/Acceptable-Use-Agreement-2023.pdf)
* [Student Wellbeing and Engagement Policy](https://fitzroyhs.vic.edu.au/wp-content/uploads/2023/06/Student-Wellbeing-Engagement-June-2023.pdf)
* [Bullying Prevention Policy](https://fitzroyhs.vic.edu.au/wp-content/uploads/2023/06/Bullying-Prevention-Policy-June-2023.pdf)

This policy should be read in conjunction with the following policies on the Department’s Policy and Advisory Library (PAL):

* [Mobile Phones — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/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 | April 2023 |
| Consultation | Student Representative Team, June 7 2023 |
| Approved by | Principal |
| Next scheduled review date | April 2027 |