



Help for non-English speakers

If you need help to understand the information in this policy please contact the General Office on 9724 2900.

PURPOSE

To explain to our school community the Department's and Croydon Community School policy requirements and expectations relating to students using mobile phones and other personal mobile devices, including smart watches and personal iPads, during school hours.

SCOPE

This policy applies to:

1. All students at Croydon Community School
2. Students' personal mobile phones and other personal mobile devices including smart watches brought onto school premises during school hours, including recess and lunchtime.

DEFINITION

A mobile device is a device with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, "mobile device" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches and personal iPads.

POLICY

Croydon Community School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school.

At Croydon Community School

- Students who choose to bring mobile device to school must have them on silent or switched off
- Students are strongly encouraged to store them securely with their advisors
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents/carers should reach their child by calling the school's office
- Students can contact parents/carers by using the school landline if the need arises.

Personal mobile device use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile device must not be used at Croydon Community School during school hours, including lunchtime and recess, unless a documented exception has been granted.

Where a student has been granted an exception, the student must use their mobile devices for the purpose for which the exception was given, and in a safe, ethical, and responsible manner.

Secure storage

Mobile phones and other personal mobile devices including smart watches owned by students at Croydon Community 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 device to school unless there is a compelling reason to do so. Please note that Croydon Community School does not have insurance for property damage to, or theft of, personal property. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Please refer to the Department's [Claims for Property Damage and Medical Expenses](#).

Where students bring a mobile device to school, Croydon Community School will provide secure storage. Secure storage can only be accessed by staff.

At Croydon Community School, students are strongly encouraged to store their mobile devices in their Advisor's lockable cupboard at the commencement of their classes for the day. At the end of the school day Advisors will unlock the cupboard and phones will be returned.

Noncompliance strategy

Students who use their personal mobile devices inappropriately at Croydon Community School may be issued with consequences consistent with our school's *Student Wellbeing and Engagement Policy*.

At Croydon Community School inappropriate use of mobile device is **any use during school hours unless an exception has been granted**. Even in situations where exception has been granted mobile device and other personal mobile devices including smart phones may not be used:

- in any way that disrupts the learning of others or of the student who possesses it
 - to access age-inappropriate content
 - to send inappropriate, harassing, or threatening messages or phone calls to anyone
 - to upload/share any content related to the school or staff/students at the school
 - 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
1. Students who misuse their mobile device will be reminded of this policy and given take up time (this may vary from individual to individual but no longer than 20 minutes) and encouraged to lock up their device in secure storage.
 2. If a student continues to misuse their device and does not place it in secure storage, after being given take up time:
 - a meeting will be convened with the Advisor and a member of Leadership. A parent/carer will be notified where appropriate. At this meeting, the student will be given the opportunity to be heard and will be given another opportunity to follow the policy.
 - the student may be referred to Wellbeing if a behaviour support plan/safety plan or similar support is required.
 3. If a student continues to misuse their mobile device following Step 2:
 - Contact will be made with parent/carer to collect the student. This is not a punishment, but an indicator that the student may not be ready to learn at school that day. The student is expected back the next day.
 - A wellbeing conversation will also be held with a member of the Wellbeing Team and Advisor to seek understanding of how the school can support the student
 - A Student Support Group meeting to be convened within two weeks to discuss phone misuse affecting the student's learning

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 Policy](#).

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

1. Learning-related exceptions

Specific exception	Examples of documentation required
For specific learning activities (class-based exception)	Documented Advisory/Specialist Expectations
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	Examples of documentation required
Students with a health condition	Student Health Support Plan with supporting documentation from a health professional
Students who are Young Carers	A localised student record

3. Exceptions related to managing risk when students are offsite

Specific exception	Examples of documentation required
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

Croydon Community School will provide students and their parents/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

- Out-of-school-hours events
- Travelling to and from school

FURTHER INFORMATION AND RESOURCES

- *Student Wellbeing and Engagement Policy*
- *Student and parent agreement*
- *Bullying Prevention Policy*
- Digital Technologies (internet, Social Media, Devices) Policy
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

REVIEW CYCLE

Policy last reviewed	25 th October 2022
Consultation	Leadership
Approved by	Principal, Bronwyn Harcourt
Next scheduled review date	25th October 2026