



No. 5218

# Sunbury & Macedon Ranges Specialist School

Sunbury Campus  
Circular Drive, Sunbury  
P.O. Box 304, Sunbury 3429  
Phone: 9744 4879/9744 7734 Fax: 9740 8581

Sunbury Campus Email: [sunbury.macedon.ranges.ss@edumail.vic.gov.au](mailto:sunbury.macedon.ranges.ss@edumail.vic.gov.au)  
Bullengarook Campus Email: [sunbury.macedon.ranges.bullengarook@edumail.vic.gov.au](mailto:sunbury.macedon.ranges.bullengarook@edumail.vic.gov.au)  
Website: [www.smrss.vic.edu.au](http://www.smrss.vic.edu.au)

Bullengarook Senior Campus  
705 Bacchus Marsh Rd., Bullengarook  
P.O. Box 962, Gisborne 3437  
Phone: 5428 9222 Fax: 5428 9442

## MOBILE PHONE and COMMUNICATION DEVICES POLICY

### STATEMENT:

Mobile phones and communication devices are important in modern day communications and easily accessible in today's society. Sunbury and Macedon Ranges Specialist School has developed a policy to manage the safe and responsible use of mobile phones and communication devices at both the Sunbury and Bullengarook campuses to prevent improper use, damage and loss of mobile phones and communication devices.

### RATIONALE:

To develop a set of guidelines to effectively manage the use of mobile phones and communication devices at Sunbury and Macedon Ranges Specialist School. This policy will ensure the safety and privacy of both students and staff as well as, prevent improper use, which may breach the school's Code of Conduct, Confidentiality Protocols and Prevention of Bullying Policy.

### IMPLEMENTATION:

#### Students:

- Students who choose to bring mobile phones and communication devices to school must have them switched off and securely stored during school hours unless an exemption is given.
- Exceptions to the policy may be applied if certain conditions are met. Exceptions can be granted by the principal, or by a teacher may comprise of Health and Wellbeing-related such as students with a health condition. Risks related to managing students offsite, including where students: travel to and from excursions documented in risk assessment planning are on an excursion or camp documented in risk assessment planning are offsite (not on school grounds) and unsupervised with parental permission documented in risk assessment planning have a dual enrolment and/or need to undertake intercampus travel documented in risk assessment planning

*Where an exception is granted, the student can only use the mobile phone or communication device for the purpose for which it was granted. Exceptions must be documented.*

- Exclusions to the policy may be applied if certain conditions are met. Exclusions include; Wearable devices, iPads and other personal devices are excluded from the policy, however, if they are brought to school, students must switch off all notifications (call and SMS capabilities) during the school day. Students undertaking workplace learning activities, for example, work experience or a VET course offsite must comply with the policies of the individual workplace or training organisation.
- Students with permission from the Principal/Campus Principal must ensure camera function is not in use.
- The school will NOT take any liability for any mobile phone or device (including iPods, iPads and other music software) that is stolen or damaged whilst the student has it at school.
- No harassment or bullying via mobile phones or devices will be tolerated.

- Mobile phone and communication devices use on DET provided transport will be limited to listening to Music or identified game APPs as part of the student's transport plan.
- Mobile phones and communication devices are not to be used for calls on DET provided transport unless an exemption has given by the principal.

#### **Student Breaches of the Policy:**

- If a student uses a phone at school, it will be handed to the relevant sub school leader and returned to the student at the end of the school day. Student code of conduct with apply and Positive Behaviour Support strategies implemented
- Appropriate action will be taken against any student who photographs students without their consent and who sends harassing or threatening messages or displays inappropriate videos or pictures on their mobile phone at school.

#### **Staff:**

- Staff mobile phones are to be turned to silent during class time and school meetings.
- In-phone cameras are not to be used by staff as per Child Safe Standards.
- Teachers in charge of all approved excursions, community access, swimming, RDA and camps must carry either the school's mobile phone or personal mobile phone for use in case of emergency. Staff using their personal mobile phone must ensure that the number of the phone is recorded by the front office and appears on the emergency contacts documentation.
- No harassment or bullying via mobile phones or communication devices will be tolerated.

#### **REFERENCES:**

- SMRSS Policy – Acceptable use of the Internet, Email and Other Electronic Communication.
- SMRSS - e-Smart Policy
- DET Acceptable Use Policy for ICT Resources- June 2020
- Claims for Property Damage and Medical Expenses
- Reporting and Managing School Incidents
- Student Engagement and Wellbeing Policy
- Education and Training Reform Act 2006 (Vic) Equal Opportunity Act 2010 (Vic)

#### **EVALUATION:**

- This policy will be reviewed as part of the school's three-year review cycle.

**THIS POLICY HAS BEEN RATIFIED BY SCHOOL COUNCIL**

Joanne Nolan.....  
Principal

Mark Davies .....  
President of School Council

Date: 19.5.2021 .....

Review due: May 2024