

PERSONAL MOBILE DEVICES POLICY

Aim

To explain to our school community Melton Specialist School's policy requirements, and expectations regarding the safe and appropriate use of personal mobile devices by students, at school or during school activities.

Rationale

This policy applies to:

1. All students at Melton Specialist School and,
2. All personal mobile devices that have not been approved by Melton Specialist School and/or classroom teacher for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

Definitions

Personal mobile devices are portable computing and communication devices such as smartphones, tablet computers and smart watches.

Implementation

Melton Specialist School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

During school hours, personal mobile devices must be switched off, and locked securely in the teacher's cabinet.

Personal mobile device use

Personal mobile devices must not be used:

- during class, assemblies or bus travel or in any way that disrupts the learning and comfort 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 on the school premises
- to make calls or capture video or images whilst travelling in school vehicles or on the Student with Disabilities Transport Program buses.
- during assessments.

Students who use their personal mobile device inappropriately at school may be issued with consequences consistent with our school's *Student Wellbeing and Engagement* and/or *Bullying* policies.

In some circumstances, students' personal mobile devices may be confiscated and stored securely at the Administration Office. In these circumstances, the mobile device will usually be returned to the student or their parent/carer at the end of the school day.

Students **are not** permitted to access their personal mobile devices during class time, lunchtime or recess, unless they have sought and been granted permission from a supervising teacher or have been granted an exemption to this Policy by the Principal.

Exemptions

There may be circumstances in which a student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, please contact your child's PLC Leader.

Insurance

Students are responsible for their personal mobile device. Please note that Melton Specialist School does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school. Students are responsible for items brought to school.

Camps and excursions

In most circumstances, students will not be allowed to bring their personal mobile device on overnight school camps or excursions. Melton Specialist School will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile device.

Related Documents

- Student Wellbeing and Engagement Policy
- Bullying Prevention Policy
- Digital Technologies (Internet, Social Media and Digital Devices) Policy
- School Policy and Advisory Guide: [Students Using Mobile Phones](#)
- [School Policy and Advisory Guide: Ban, Search and Seize Harmful Items](#)

Evaluation

This policy was last updated on 3rd September 2019 and is scheduled for review in September 2022.

Certification

This policy was endorsed by the Principal on 3rd September 2019.



Principal
BROOKE BRIODY

