

Mobile Phone Policy 2023

MOBILE PHONES – STUDENT USE POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact by Phone: 9309 6258.

PURPOSE

To explain to our school community the Department's and Jacana School for Autism's policy requirements and expectations relating to students using mobile phones [and other personal mobile devices] during school hours.

SCOPE

This policy applies to:

1. All students at Jacana School for Autism and,
2. Students' personal mobile phones [and other personal mobile devices] 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. Other personal devices that are computable and portable such as communication devices, smart phones, smart watches and mobile tablets.

POLICY

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

At Jacana School for Autism:

- During school hours, personal mobile devices must be switched off, and locked securely in the student's locker 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 issued by the Minister for Education, personal mobile phones must not be used at Jacana School for Autism during school hours, including lunchtime and recess, unless an exception has been granted.

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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 Jacana School for Autism 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 Jacana School for Autism 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 Jacana School for Autism's Personal Property Policy AND/OR the Department's Claims for Property Damage and Medical Expenses Policy.

Where students bring a mobile phone to school, Jacana School for Autism will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Jacana School for Autism, students are required to store their phones in their classroom lockers.

Enforcement

Students who use their personal mobile phones inappropriately at Jacana School for Autism may be issued with consequences consistent with our school's existing student engagement policies [insert the name of the relevant policy/policies at your school e.g. Student Wellbeing and Engagement and/or Code of Conduct or Bullying Prevention policies.]

At Jacana School for Autism, 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

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - health and wellbeing-related exceptions; and
 - 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.

The three categories of exceptions allowed under the Department's Mobile Phones - Student Use Policy are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Respectful Relationships PSC Unit: 'Help Seeking and Cyber Seeking'
For all of our students for whom reasonable adjustments to a learning program are needed (because of a disability or learning difficulty)	Student Profiles, Engagement Plans

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Medical Plans, Student Profiles
Students who are Young Carers	Student Profiles, Student Cases Data Profile

3. Exceptions related to managing risk when students are offsite

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

In the circumstances which a student may apply to the Principal for an exemption from this policy on the basis of above requirements particular to that student. If this is the case, please contact your sub school leader to discuss.

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

Camps, excursions and extracurricular activities

Jacana School for Autism 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

- Out-of-school-hours events
- Travelling to and from school
- Wearable devices
- iPads and all other personal devices
- 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 (or insert other online parent/carer/student communication method)
- 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

RELATED POLICIES AND RESOURCES

- [Child Safety Policy](#),
- [Child Safe Code of Conduct](#),
- [Personal Property Policy](#)
- [Digital Learning Policy](#)
- [Bullying Prevention Policy](#)
- [Mobile Phones - Student Use Policy](#)
- [Weapons - Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2020 Updated on 16 August 2022 Updated on 3 August 2023
Consultation	School Council
Approved by	Principal
Next scheduled review date	Term 3, 2026

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APPENDIX

ADDITIONAL AND SUPPORTING DOCUMENTS TO ENSURING CHILD SAFETY

STANDARDS - PROVIDING	SUPPORTING DOCUMENTS AND POLICIES
<p>STANDARD 1 Strategies to embed an organisational culture of child safety, including through effective leadership arrangements</p>	<ul style="list-style-type: none"> • Effective Leadership and Governance in a child safe environment policy • Child Protection Policy • Inclusive Education Policy • School Newsletter • Staff briefing notes provides opportunity for staff to feedback on policy
<p>STANDARD 2 A child safe policy or statement of commitment to child safety</p>	<ul style="list-style-type: none"> • Child Safe Environment Policy • Duty of Care Policy • JSA Child Safety Team
<p>STANDARD 3 A code of conduct that established clear expectations for appropriate behaviour with children</p>	<ul style="list-style-type: none"> • Code of Conduct • School Council Code of Conduct • Student expected behaviours
<p>STANDARD 4 Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.</p>	<ul style="list-style-type: none"> • Human Resources Practices • Effective leadership and governance in a child safe environment policy • Staff Roles and Responsibilities Handbook • Victorian Department of Education and Training school recruitment guidelines • JSA Staff Working with Children's Check database • Professional Learning Policy and Plan • OHS induction books – staff, volunteers & preservice teachers/therapists, contractors
<p>STANDARD 5 Processes for responding to and reporting suspected child abuse</p>	<ul style="list-style-type: none"> • Child Protection Policy • PROTECT Four Critical Actions in Schools - Responding to Incidents, Disclosures and Suspicions of Child Abuse • Privacy Policy.doc • PROTECT Easy English Fact for Students • PROTECT Feeling safe Primary School Fact sheet • PROTECT Feeling safe Secondary School Fact sheet



Jacana School
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STANDARDS - PROVIDING	SUPPORTING DOCUMENTS AND POLICIES
	<ul style="list-style-type: none">• Student diary (PROTECT information)• PROTECT spotting the warning signs of abuse• PROTECT protecting children from abuse
STANDARD 6 Strategies to identify and reduce or remove the risk of child abuse	
STANDARD 7 Strategies to promote the participation and empowerment of children	<ul style="list-style-type: none">• Student expected behaviours• Development of the RRRR curriculum plan with a dedicated curriculum team led by a teacher who is involved in the RRRR school network• School 3 year health curriculum plan• All students have a PLSP focused on developing personal and social capabilities drawn from the Victorian Curriculum.• Public Private Places lesson.ppt• My body safety rules.doc• My changing body unit planner.doc• PE & health curriculum.• Student council representatives• Student Engagement in SSGs• Student Attitudes to School Survey – Teacher’s guide• PROTECT Easy English Fact for Students• PROTECT Feeling safe Primary School Fact sheet• PROTECT Feeling safe Secondary School Fact sheet