



Bacchus Marsh
Grammar

School Policy

Student Duty of Care

Mobile Phones (Student Use of) Policy

Approved by the School Principal 03 March 2022



1 The Hazard - Mobile Phones

Mobile phones can create a range of hazards when brought to school:

- They are valuable items that can easily be lost, stolen or damaged in the school environment;
- Using phones inappropriately to bully, intimidate or harass people can have serious consequences including police involvement; and
- Mobile phone usage in schools not only disrupts learning for the phone user but also for fellow students.

2 Smartwatches

If students are using their smartwatch to communicate during school hours, they are subject to the same consequences as they would for mobile phone use.

Smartwatches should be turned to flight mode during school hours.

Examples of smartwatches include but are not restricted to: Apple Watches, Samsung Galaxy Watches, Fit Bits, Garmin watches.

3 Bacchus Marsh Grammar's Policy

Bacchus Marsh Grammar acknowledges parents may wish their child to carry a mobile phone for personal safety reasons however, the right of a student to have access to a mobile phone at school must be balanced with the responsibility to use it appropriately.

It is our policy that:

- 3.1.1 Mobile phones are brought to school at the owner's own risk. No liability will be accepted by the school in the event of loss, theft or damage of the phone;
- 3.1.2 Mobile phones must only be used by students before or after school, unless a diabetic student uses their mobile phone for continuous blood monitoring, in which case the student must apply for special consideration. Please refer to the CGM procedure available from the Health Centre;
- 3.1.3 Upon arrival at school, mobile phones and other electronic devices are to be turned off and locked away in the school-provided locker. Students in grades Prep to Year 4 are required to keep mobile phones and electronic devices in their school bag as there are no lockable lockers in those year levels. Upon departure of afternoon tutor group, mobile phones may be used for the explicit purpose of coordinating travel arrangements. Mobile phones are not to be used at any other times or for any other purposes whilst at school;
- 3.1.4 Mobile phones must not be brought to class;
- 3.1.5 Staff should be alerted and exceptions requested if a student has special circumstances requiring the use of their mobile phone during school hours (e.g. health issues);
- 3.1.6 Parents are to be informed that in cases of emergency, the school remains an appropriate point of contact to reach their child quickly;
- 3.1.7 Mobile phones must not be used inappropriately. Refer to our Bullying Prevention and Intervention, Cyber Safety and Information and Communication Technology Policies;
- 3.1.8 Phone cameras are not to be used within the school grounds and in particular, where it would be considered inappropriate such as in change rooms or toilets;
- 3.1.9 Students should never photograph or record any person without their express permission;
- 3.1.10 Reports of all incidents of misuse of mobile phones will be recorded and retained on the student's file; and
- 3.1.11 Failure to follow this policy may result in consequences under the school's Discipline Policy and Procedures.

4 Workers' Responsibility

4.1.1 All workers are responsible to:

- 4.1.1.1 Model appropriate behaviour at all times;
- 4.1.1.2 Ensure all students are provided with ICT Agreements, that they understand them, and that they understand they will face disciplinary action in the event they misuse ICT equipment and devices;
- 4.1.1.3 Be vigilant in monitoring students when using mobile phones;
- 4.1.1.4 Ensure mobile phones are not taken into any class;
- 4.1.1.5 Deal with all reported and observed incidents of inappropriate mobile phone use in accordance with this policy; and
- 4.1.1.6 Ensure that any incident of inappropriate mobile phone use that they observe or is reported to them, is recorded appropriately.

5 Implementation

This policy is implemented through a combination of:

- Staff training;
- Student ICT Agreements;
- Effective student supervision;
- Effective incident notification procedures;
- Effective communication procedures;
- Effective management of incidents of inappropriate mobile phone usage when reported and/or observed;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

6 Discipline for Breach of Policy

Where a student or staff member breaches this policy Bacchus Marsh Grammar may take disciplinary action.

7 Related Policies

Bullying Prevention & Intervention Policy

Cyber Safety Policy

Information & Communication Technology Policy

Social Media Policy

Student Photographs & Privacy Policy

8 Authorisation

School Document No.		
School Document Name	Mobile Phones (Student Use Of) Policy	
Approval Authority	Principal	
Approval Signature	Andrew Neal Principal Bacchus Marsh Grammar	
Administrator	Company Secretary	Greg Gough
Approval Date	03 March 2022	
Date of Next Review	03 March 2025	To be reviewed every three years

9 History

Date	Amendment
24 October 2016	1. New Policy
20 May 2020	2. Updated phone use requirements due to the pandemic
11 March 2021	3. Restored policy to pre-covid version
3 March 2022	4. Reviewed with no changes made. Policy put into School format.