

	<h1>Oakleigh Grammar</h1>	
Policy Document Name	Mobile Phone and Electronic Devices	
Date Ratified by Management Committee	July 2023_revised November 2023	
Date for Review	June 2026	

1. Preamble

The provision of a personal mobile phone or other agile electronic device (or any other device that allows direct electronic communication or communication via social networking either private or public) to students is the decision of parents and guardians and is not a school requirement.

The acceptable use of a mobile phone or other electronic devices is the responsibility of the student who brings the mobile phone or electronic device to school.

The use of mobile phones and other electronic devices in class can be disruptive to the learning environment of students and may be associated with privacy and safety issues related to students and staff at the School.

It is acknowledged that in some circumstances and at the discretion of the teacher, mobile phones and other electronic devices can be appropriately incorporated into the learning program. In such cases, expectations will be made clear to students.

The School recognises that there are times when a student may seek permission from a staff member to use a mobile phone or other electronic device to contact parents, such as to arrange a collection time after school.

The School Reception remains the vital and most appropriate contact point for communication between parents and students at School, during school hours.

2. Aim

The aim of this policy is to ensure that mobile phone and electronic device usage does not cause disruption to the learning environment and to provide clear guidelines to students, parents and staff regarding the safe and appropriate use of mobile phones and electronic devices by students at school.

3. Mobile Phones or other electronic devices in the Junior School

Oakleigh Grammar Junior School, students are not permitted to bring mobile phones or other electronic devices to school at any time. In exceptional circumstances involving safety for bus travel or similar reasons, the Deputy Principal – Professional Culture and Junior School, may give a child permission to carry a phone (under arrangements agreed between them and the parents). Mobile phones are not allowed on camps.

4. Mobile Phones or other electronic devices in the Middle School and Senior School

Oakleigh Grammar Middle School and Senior School (Years 10 & 11) students are permitted to carry mobile phones and other electronic devices to school but these must be switched off between 8.45am and 3.30pm, unless their use is sanctioned by the class teacher for educational purposes and only on limited and specific occasions. All Years 6 - 11 students must keep their mobile phone in their locked locker. Any exceptions to this, for example, for wellbeing or medical needs such as diabetes tracking applications, will only be granted under arrangements made by the Deputy Principal – Student Wellbeing & Operations in conjunction with the relevant Coordinator and the parents.

Year 12 students are permitted to carry mobile phones to school and able to use only during recess and lunchtimes in the Centre for Academic Excellence. They must be switched off on all other occasions, including in classrooms, unless their use is sanctioned by the class teacher for educational purposes. Year 12 students who fail to adhere to these rules will have their privileges rescinded.

Mobile phones are not permitted on Middle School camps unless through prior approved medical or wellbeing purposes.

5. Mobile Phones or other electronic devices in the Senior School

~~Oakleigh Grammar Senior School students are permitted to carry mobile phones to school but these must be switched off during class time unless their use is sanctioned by the class teacher for educational purposes.~~

6. Misuse of a Mobile Phone or other electronic devices

Irresponsible use will result in confiscation of the mobile phone (or other electronic device) for the remainder of the day.

For the first incident, the student is able to collect the mobile phone or device at the end of the school day. For further incidents, the parent may be asked to collect it or the phone is handed in at the start of each day.

The Deputy Principal – Professional Culture and Junior School, Middle School Pastoral Coordinator/Senior School Pastoral Coordinator or Year Level Leader will also determine any additional consequences in relation to the irresponsible use. Other consequences of the misuse of mobile phone (or other electronic device) include device searches, verbal and written warnings, notices to parents, extra-curricular restrictions, suspension or expulsion.

In particular, students with mobile phones (or other electronic device) may not, either directly or via social media, engage in personal attacks, harass another person or post private information about another person. Nor can they take/send/upload objectionable images or any photographs containing students in school uniform or on school grounds.

It is noted; that anything posted on-line essentially can never be deleted and it is a criminal offence to use a mobile phone (or other electronic device) to menace, harass or offend another person. As such, if action as deemed appropriate by a Deputy Principal is deemed ineffective, as with all such incidents, the School may consider it appropriate to involve the Police.

7. Emergencies

Mobile phones or other electronic devices must be turned off during a fire evacuation or lockdown procedure as use could pose significant risks.

Students must not use their mobile phone to contact their parents and/or arrange to be collected from school if they are unwell. Students should go to Sick Bay. School staff will then contact parents if appropriate.

8. Camps, Sport, Excursions and Incursions

Students will be advised by the school whether permission is granted to take and use a mobile phone or other electronic device whilst undertaking these types of activities. Failure to follow this policy will result in the mobile phone or electronic device being confiscated for the duration of the activity.

9. Device Usage and Legal Issues

In-phone cameras and voice recorders are only to be used in school if the following three criteria are met:

- with permission from a teacher
- as part of the school's educational program
- with the permission of all people who will be photographed/videoed or otherwise recorded

Any student who uses a mobile phone or other electronic device to menace, harass or offend another person may be charged with a criminal offence. Students who use their phone or electronic device at School to engage in such behaviour, take unauthorised photos or video footage, or post private information about another person, will have their mobile phone or electronic device confiscated and their permission to have a phone or electronic device at the School will be reviewed.

Further disciplinary action may also be taken in accordance with the Behaviour Management Plan. Any serious cyber offence may result in police involvement and may result in the offender receiving a criminal record. The Principal will involve the police where appropriate.

10. Related Policies

ICT Acceptable Use and Social Media Policy

Child Safety and Wellbeing Policy