

MOBILE DEVICES POLICY

Policy No: ES8

Version No: 2.0

Ratified: June 2024

Review Cycle: 4 year

Next Review: July 2028

Policy Owner: Principal

Approver: Senior Leadership Team



Help for non-English speakers

If you need help to understand the information in this policy please contact Fairhills High School at fairhills.hs@education.vic.gov.au.

PURPOSE

To explain to our school community the Department's and Fairhills' policy requirements and expectations relating to students using mobile devices and non-educational electronic devices during school hours.

SCOPE

This policy applies to all students at Fairhills High School during school hours and includes (not an exhaustive list):

- 10 minutes prior to period 1 class until the final bell of the day and includes:
 - class time
 - sport time
 - recess and lunch
 - moving between classes
- KIOSC
- Excursions, sports carnivals, camps and all other events at the school or off site where an approved school activity takes place.
- Students must use a debit/credit card or cash to purchase their lunch from the school . They will need to bring cash or a key card

DEFINITIONS

For the purpose of this policy, "mobile devices" refers to all mobile phones and any device that may connect to or have a similar functionality to a mobile phone. This includes, but is not limited to, the following:

- **Wireless Headphones, Earpods, and Earbuds:** Devices that can connect directly to mobile devices for audio purposes.
- **Internet Sharing Devices:** Any device that allows users to 'share' an internet connection that is not provided by Fairhills High School or the Department of Education.
- **Personal Gaming Devices:** Any handheld gaming devices that are not used for educational purposes.
- **Non-Educational Devices:** All other electronic devices that do not serve an educational function within the school environment.

Note: Wearable devices such as smart watches are permitted to be worn by students. However, if they are deemed to be used inappropriately, they will be confiscated.

POLICY

Fairhills High School understands that students may bring personal mobile devices to school, particularly if they are travelling independently to and from school.

At Fairhills High School:

- Students who choose to bring mobile devices to school are required to have them switched off and securely stored in their lockers during school hours.
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When urgent contact is necessary, parents or carers are able to reach their child by calling the General Office (97585022) any time during the school day. Non-urgent contact can be achieved by sending a text message which the student can read when they switch their device on at the end of the day.

STUDENT EXPECTATIONS

Mobile devices will remain in students' lockers' for the duration of the school day.

When entering school grounds, students will:

1. Turn their mobile devices off and place them securely in their locker
2. Remove wearable device(s) such as airpods, headphones and place them in their locker, switch off or set to airplane mode.
3. Not be permitted to use their mobile devices throughout the entirety of the school day.

At the end of the school day, students can:

1. Remove their mobile devices from their locker.
2. Switch on their mobile devices

IMPLEMENTATION GUIDELINES

Detailed guidelines are developed by the school in consultation with stakeholders to enhance school-wide consistent implementation.

PERSONAL MOBILE DEVICE USE

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile devices must not be used at Fairhills High School during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

SECURE STORAGE

Mobile devices owned by students at Fairhills High School are considered valuable items and are brought to school at the owner's (student's or parent/carers) risk.

Students are encouraged not to bring non learning mobile devices to school unless there is a compelling reason to do so. Claims for the reimbursement of the cost of a personal item/property brought to school will not be paid by the school and are not covered by school insurance. Please refer to the Department of Education [Claims for Property Damage and Medical Expenses Policy](#). Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Secure storage is storage that cannot be readily accessed by those without permission to do so. When at school, students are required to store their devices in their lockers and lock it with the combination lock provided by the school.

ENFORCEMENT

Students who use their personal mobile devices inappropriately at Fairhills High School will have their device confiscated (See Teacher Intervention details below). Inappropriate use of mobile devices is:

'having the mobile device outside the student's locker or using them in the locker during school hours, unless a written exception from the principal has been granted'.

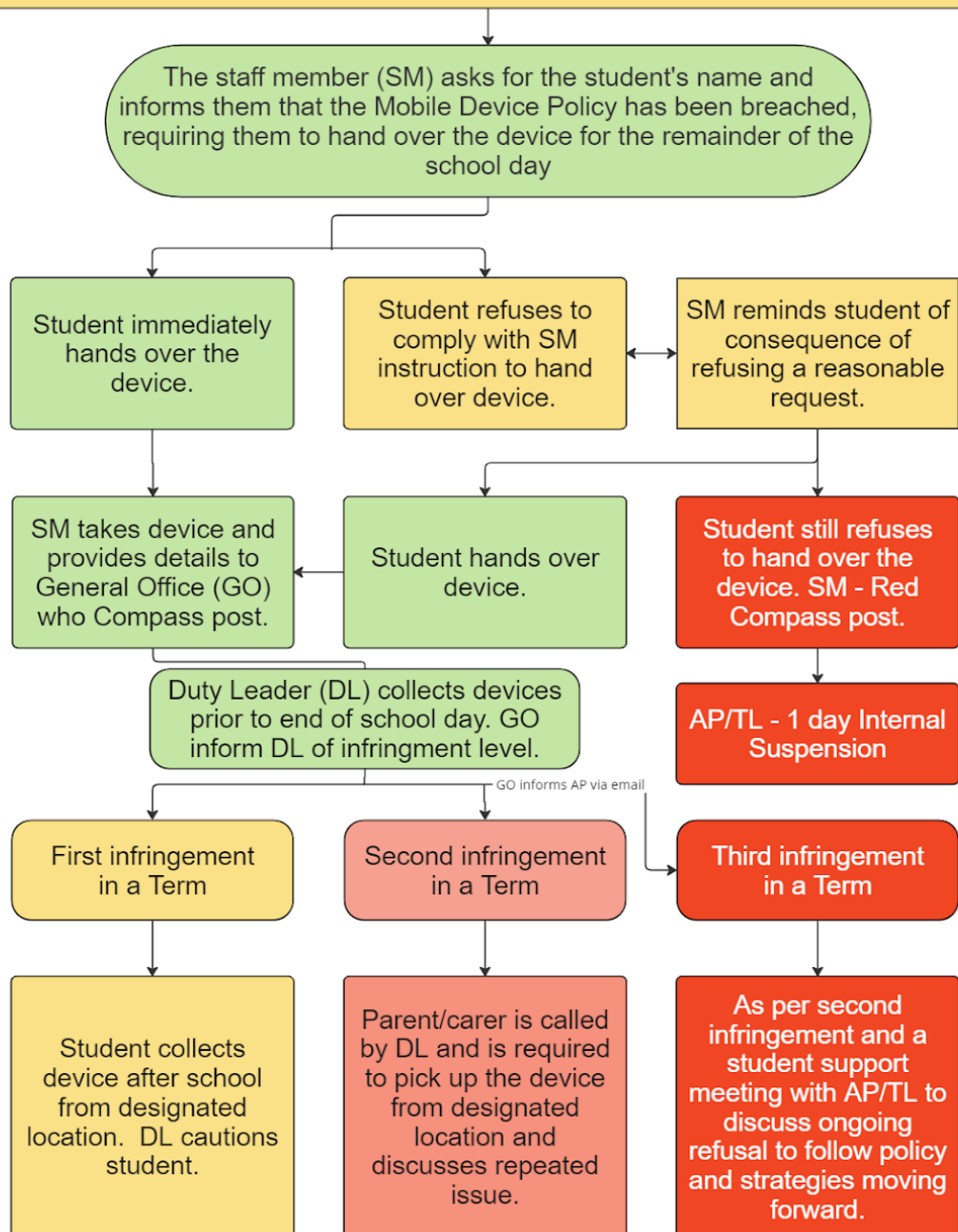
This requirement is in place to minimise the following:

- disrupt the learning of self and/or others
- inappropriate, harassing or threatening communication
- inappropriate social media use, including cyber bullying
- capturing video or images of people, including students, teachers and members of the school community without their permission and consent
- capturing video or images in the school toilets, changing rooms, swimming pools and gyms
- use during exams and assessments

PROCESS AND PROCEDURES

Fairhills High School Mobile Device process

Student found in possession of mobile device during school hours.



EXCEPTIONS

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - Learning related exceptions
 - Health and wellbeing-related exceptions
 - Exceptions related to managing risk when students are offsite.
- can be granted by the principal for learning/health/wellbeing issues, or by the organising teacher for an off-site activity, in accordance with the Department's Mobile Phones Policy.

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

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception).	Application submitted to the Assistant Principal of Teaching & Learning Excellence.
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty.	Individual Education Plan (IEP). Students carry a device exception card signed by the principal.

2. Health and wellbeing-related exception

Specific exception	Documentation
Students with a health condition.	Individual Health Support Plan (IEP) Students carry a device exception card signed by the principal

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 on work placement during school hours.	Risk assessment planning documentation
Students who need to undertake intercampus travel for VET or KIOSC.	Risk assessment planning documentation

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

Fairhills High School 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 devices.

EXCLUSIONS

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school

RELATED POLICIES AND RESOURCES

- Mobile Phones – Department Policy

REVIEW PERIOD

This revised policy was completed on 14/06/2024 and is scheduled for review on 16/06/2028.

APPENDICES



Mobile Devices learning-related exemption form

This form must be completed for class-based learning at school that requires the specific use of mobile devices (as opposed to BYOD).

This form must be completed and handed to the Assistant Principal of Teaching & Learning and Assistant Principal of the Senior/Middle School at **least one week** before the activity for approval.

If approved the teacher will be provided with a **Mobile Device Usage** sign from the Assistant Principal of the Senior/Middle School. This sign must be placed on the classroom door at the time of the activity to avoid any issues.

Teacher	
Class and year level	
Date and time of activity	
Length of activity - please outline where the phones will be stored before/after the activity	
Outline of activity and link to curriculum	
Educational benefit of using mobile devices and not BYOD	
Other information	

The Assistant Principal of Teaching & Learning Excellence has approved the use of mobile device for this activity and will provide a mobile device usage poster

Assistant Principal of Teaching & Learning Excellence

Assistant Principal Senior/Middle School has approved the use of mobile devices.



Mobile Devices learning-related exception

This class is currently using mobile devices in accordance with the mobile devices policy.

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception).	Application submitted to the Assistant Principal of Teaching & Learning Excellence.



Return this sign to the AP-Teaching & Learning Excellence immediately after use.

Assistant Principal-Teaching & Learning Excellence