

PURPOSE

To explain to our school community the Department's and Rubicon Outdoor Centre's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during their time at Rubicon.

SCOPE

This policy applies to:

1. All students at Rubicon Outdoor Centre and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours.

DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. "For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches."

POLICY

Rubicon Outdoor Centre understands that students may bring a mobile phone to Rubicon

At Rubicon Outdoor Centre:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours in the administration office.
- 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used during their time at Rubicon

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 Rubicon Outdoor Centre 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 Rubicon Outdoor Centre 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 the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Rubicon Outdoor Centre will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Rubicon Outdoor Centre students are required to store their phones in the administration office.

Enforcement

Students who use their personal mobile phones inappropriately at Rubicon Outdoor Centre may be issued with consequences consistent with our school's existing *Student Wellbeing and Engagement* policy.

At Rubicon Outdoor Centre inappropriate use of mobile phones is **any use during they time at Rubicon**, 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
 - Exceptions 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 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)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

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

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

Camps, excursions and extracurricular activities

Rubicon Outdoor Centre 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 and other devices.

RELATED POLICIES AND RESOURCES

- [Student Wellbeing and Engagement Policy](#)
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

REVIEW PERIOD

This policy was last updated on October 2019 and is scheduled for review on October 2023

Implementation guide

Is it compulsory for all Victorian government schools to have a policy addressing this issue?	Yes, a local policy addressing this issue is required by the Minister's policy.
Does this policy have to be approved by school council?	No
Recommended consultation	It is recommended that school council be consulted and its views should be taken into account when you adopt this policy, as the sections in this template that are marked in yellow should be tailored to your school community.
What is the basis of this policy?	School Policy and Advisory Guide: <ul style="list-style-type: none"> • Students Using Mobile Phones
Recommended review cycle	3-4 years

- This policy should be available to your school community, e.g. on your school website or other communications portal such as Compass.
- This policy should be communicated to students and parents/carers at least once per year and reminders issued as needed.
- This policy should be shared with all school staff and included in induction processes and in your Staff Handbook/Manual.