# MOBILE PHONES POLICY

**Help for non-English speakers**

If you need help to understand the information in this policy, please contact Rubicon Outdoor School on 03 5773

## PURPOSE

To explain to our school community the Department's and Rubicon Outdoor School'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 School 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 School understands that students may bring a mobile phone to Rubicon

At Rubicon Outdoor School:

- 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 — Student Use 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 School 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 School 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 Department's Claims for Property Damage and Medical Expenses policy.

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

## Enforcement

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

At Rubicon Outdoor School 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 — 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) | 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 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 phones and other devices.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website

## RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement 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

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|---|---|
| Created/reviewed date | May 2021, Reviewed June 2025- (By PB Acting Principal) |
| Consultation | 19/5/2021 Rubicon Outdoor School Council |
| Endorsed by | Andrew Monson, Principal |
| Endorsed on | 19/5/2021 |
| Next review date | May 2029 |