



Mobile Devices Policy

Child Safe

Viewbank College is a child safe environment in accordance with the Victorian Government Guidelines. Viewbank College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. Viewbank College has a Child Safety Code of Conduct consistent with the Department of Education and Training's exemplar.

Policy Statement

Viewbank College recognises that many students feel the need to carry a mobile device and accepts that there are genuine reasons for their use (for example to contact parents after music, sports practice, and in emergencies). However, they can be disruptive to the learning environment and require rules to govern their use.

Mobile devices* refer to hand held electronic devices and includes, without limitation, mobile phones, iPods, cameras and associated accessories (e.g. earbuds and battery chargers).

To manage the use of mobile devices the following guidelines apply:

1. Mobile devices are **not to be brought to class or study periods**.
2. Mobile devices must **not** be taken into any **examination room** or **test**, in line with VCAA policy.
3. Mobile devices are not to be used during **excursions, sporting events** or **overnight camps** unless approved by the **excursion leader**.
4. Mobile devices are to be used **responsibly**.
5. Students who become **unwell** during the day must **not** use a mobile phone to contact their parent/guardian to collect them. Students should follow the correct procedure of reporting to the **General Office** where necessary arrangements will be made.
6. Students must **not** use a mobile device to take **images** or **record conversations** of other students or staff **without consent**. **Written consent** must be obtained if a picture is to be shared in any form.
7. Students must follow the **Cyberbullying Policy** and avoid **inappropriate** use of mobile devices that may include **harassing** others through SMS, social media, voice or picture.
8. Parents and students should ensure that these devices are properly and adequately **insured** as personal property.
9. The College will **not** accept any responsibility for **theft, loss, damage or health effects** (potential or actual) resulting from mobile phone use.

Consequences for breaches of guidelines

Breaches of the guidelines will result in

- The student's mobile device being confiscated immediately by staff. (If the student refuses to hand over the mobile device, the student will be sent to the Assistant Principal's office with their device.)
- The staff member will hand over the confiscated mobile device to the relevant Assistant Principal. They will log the confiscation on Compass.
- On the first offence, the mobile device can be collected from an Assistant Principal at the end of the school day.
- Subsequent offences will require a parent/guardian of the student to collect the mobile device at the end of the school day.
- Repeated breaches of this policy will lead to detention, College warning and suspension from the College.

In particular, any student engaged in the breach of the **Cyberbullying Policy** will receive consequences in line with the **Student Code of Conduct**.

Responsible behaviour and respect of others are essential at all times.

*Viewbank College **laptops** are not covered by this policy.

Refer to the **Student Computer Facilities And Internet Acceptable Use Policy**.