


Marnebek School Cranbourne	Mobile Phones Student Use Policy	 Marnebek School <small>Resilience Respect Responsibility</small>
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Help for non-English speakers

If you need help to understand the information in this policy, please contact Marnebek School Cranbourne Ph: 59963858

PURPOSE

To explain to our school community Marnebek School's policy requirements, and expectations regarding the safe and appropriate use of personal mobile devices by students, at school or during school activities.

SCOPE

This policy applies to:

- All students at Marnebek School and,
- All personal mobile devices that have not been approved by Marnebek School and/or the STEM Coordinator for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

DEFINITIONS

Personal mobile devices are portable computing and communication devices such as smartphones, tablet computers and smart watches.

POLICY


Marnebek School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

- During school hours, personal mobile devices must be switched off, and handed to the classroom teacher at the beginning of the day, or
- Kept securely at the front office.

Personal mobile device use

Personal mobile devices must not be used:

- during class or assemblies or 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 gym.

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Students who use their personal mobile device inappropriately at school may be issued with consequences consistent with our school’s *Student Wellbeing and Engagement* and/or *Bullying Prevention* policies.

In some circumstances, students’ personal mobile devices may be confiscated and stored securely in the Assistant Principals office. In these circumstances, the mobile device will usually be returned to the student or their parent/carer at the end of the school day.

Students are not permitted to access their personal mobile devices during lunchtime or recess, unless they have sought and been granted permission from a supervising teacher or have been granted an exemption to this Policy by the Principal.

Exemptions

There may be circumstances in which a student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, please contact Corrigan’s Road Campus Assistant Principal.

Insurance

Students are responsible for their personal mobile device. Please note that the Marnebek School does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school. Students are responsible for items brought to school.

Secure Storage

Mobile phones owned by students at Marnebek School are considered valuable items and are brought to school at the owner’s (student’s or parent/carer’s) risk. Please note that Marnebek 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.


Where students bring a mobile phone to school, Marnebek School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

Camps and excursions

In most circumstances, students will not be allowed to bring their personal mobile device on overnight school camps or excursions. Marnebek School will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile device.

COMMUNICATION

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

<p>Marnebek School Cranbourne</p>	<p>Mobile Phones Student Use Policy</p>	
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- Available publicly on our school’s website Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Mobile Phones — Student Use Policy](#)
- [School Policy and Advisory Guide: Ban, Search and Seize Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

Marnebek School Policies:

- Student Wellbeing and Engagement Policy
- Digital Technologies (Internet, Social Media and Digital Devices) Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2022
Consultation	School Council on 14.06.22
Next scheduled review date	May 2025