



the Greek Community of Melbourne's Language & Culture Schools

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Acceptable Use Policy for mobile phones

PURPOSE

To explain to our school community the Greek Community of Melbourne's (GCM) School policy requirements, and expectations regarding the safe and appropriate use of mobile phones by students, at school or during school activities.

SCOPE

This policy applies to all students at the Greek Community of Melbourne's (GCM) Schools.

POLICY

The GCM Schools understand that students may bring a mobile phone to school, particularly if they are traveling independently to and from school or to extra-curricular activities.

During school hours, mobile phones must be:

- switched off and kept out of sight,
- stored in a safe and secure place, or
- handed to the class teacher.

Students are permitted to access their mobile phones before or after school only, unless otherwise authorised by a supervising teacher e.g. where phones may be used for e-learning or other learning activities.

It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

Parents are reminded that in cases of emergency, the school office (the Principal and/or the Campus Coordinator) remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Mobile phone use

Mobile phones **must not** be used:

- during class, assemblies, recess 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 and gym.

Outcomes for inappropriate use

If a student breaches these policy guidelines, then the following process will be implemented:

1. Student given a warning and is reminded of the outcome of any future breach
2. Student given a written warning and parent notified of breach and next outcome
3. Student doesn't bring phone to school for two weeks OR hands in phone to the office before school and picks it up at the end of the day for two weeks.

DEPENDING ON THE SEVERITY OF THE BREACH STEP 3 MAY BE IMPLEMENTED IMMEDIATELY.

Insurance

Students are responsible for their mobile phone. Please note that the GCM Schools do not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including mobile phones that may be brought to school. Students are responsible for items brought to school.

Camps and excursions

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

REVIEW PERIOD

This policy was last updated on 23/4/2023 and is scheduled for review on 30/01/2026.