

Mobile Phone 手机



Policy 规范

PURPOSE 目的

This policy explains to our school community the Department of Education's policy requirements and expectations relating to students use of mobile phones during school hours. The Victorian Government takes the safe and responsible use of digital technologies, student safety and wellbeing, and the development of social skills and positive behaviour, very seriously.

这项规范旨在对学校社区解释教育局对学生在校期间使用手机的政策，要求和期望。维多利亚州政府一直严肃认真地对待学生安全负责地使用电子技术，学生的安全福祉，社交技能和正面行为的提高。

Whilst the Victorian Government acknowledges that we live in a technology-rich world where mobile phones are an important communication tool, research has found that mobile phones can be disruptive in classrooms and open to misuse at school. The unregulated presence of mobile phones in classrooms can undermine students' capacity to think, learn, remember, pay attention and regulate emotion.

维州政府认识到我们生活在一个科技发达的时代，手机是非常重要的交流工具。研究表明手机也可以扰乱课堂，在学校容易被滥用。在课堂里手机不受管制会破坏学生思考，学习，记忆，注意力集中和情绪调节。

At recess and lunchtime, opportunities for students to communicate with each other face-to-face or be involved in physical activity are also valued, rather than students being focused on a mobile phone, particularly when they are using it to engage with social media. This new policy acknowledges that technology is increasingly affecting how students learn and communicate. Therefore, when a student has been given explicit permission to access and use such devices to enhance learning by the classroom teacher, mobile phones will be permitted for that specific purpose. For a small number of students with particular health and wellbeing needs, an exception to the policy may also be granted.

课间休息和午餐时间，给学生机会进行面对面的交流以及参与体育活动是非常重要的，而不是将精力使用在手机上，特别是使用手机的社交媒体。这项新规范认识到了科技对学生的学习和交流的影响变得日益严重，所以只有老师在课堂上给予学生明确的批准，准许上网或使用电子设备以提高学习时，手机才可以被使用于特定的目的。对于少数的有特定健康和福祉需要的学生，特殊的例外可以得到批准。

SCOPE 范围

This policy applies to:这项规范适用于:

1. All students at Glen Waverley Secondary College and, Glen Waverley中学的全部学生

2. Students' personal mobile phones brought onto school premises during school hours, including recess and lunchtime. 在上课，课间和午餐期间，针对带入学校的个人手机

DEFINITIONS 解释

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

手机是可以访问通信系统，有或没有实线连接到网络的电话。

POLICY 规范

Glen Waverley Secondary College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

Glen Waverley 中学理解学生会携带个人手机到学校，特别是如果他们独自来校和离校。

At Glen Waverley Secondary College: 在 Glen Waverley 中学

- **Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker during school hours (8:25am-2:45pm), regardless of whether they are in class or not.**
选择带手机来学校的学生在校期间必须关机，安全地存放手机在他们的储物柜里。
- Exceptions to this policy may be applied if certain conditions are met (see below for further information) 如果特殊情况出现，可以特别例外（如下进一步解释）
- When emergencies occur, parents or carers should reach their child by calling the school's office. 如紧急事件发生，父母或看护人必须打电话到学校的办公室联系学生

Personal mobile phone use 个人手机使用

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Glen Waverley Secondary College during school hours, including lunchtime and recess, unless an exception has been granted. 根据教育局长发布的[手机规范](#)，Glen Waverley 中学的学生在校期间，包括课间休息和午餐时间，除了经过批准的例外情况以外，一律不许使用个人手机。

Where a student has been granted an exception, the student must use their mobile phone only for the purpose for which the exception was granted, and in a safe, ethical and responsible manner. 经过批准的例外，学生只能在批准的安全、合理、负责任地使用他们的手机

Secure storage 安全存放

Mobile phones owned by students at Glen Waverley Secondary College 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 Glen Waverley Secondary College 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 [Personal Goods policy](#).

学生的手机在 Glen Waverley 中学是属于贵重物品，携带到学校属于主人（学生和家長/看护人的）风险。学校鼓励学生不要带手机上学，除非有令人信服的理由。请注意 Glen Waverley 中学并没有失物或损坏物品的保险。学校鼓励学生和他们的父母/看护人拥有自己的贵重物品的保险。请查看教育局的[个人物品条例](#)

Where students bring a mobile phone to school, Glen Waverley Secondary College will provide secure storage in the form of the student locker. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Glen Waverley Secondary College students are required to store their phones in their designated locked locker as per the requirements of this policy. Students are responsible for managing their own locker combinations and not permitted to share their locker combination with other students. Failure to adhere to this will result in jeopardising the security of a locker and may incur further consequences. 如果学生带手机来学校，Glen Waverley 中学会提供学生的储物柜作为安全存放点。在 Glen Waverley 中学，根据这项规范，学生务必将他们的手机存放在指定的他们自己的储物柜里。学生为他们自己的储物柜密码负责，不许和其他学生分享密码。不正确执行这项要求将损害储物柜的保密性，会带来更多的不良结果。

Enforcement 强制执行

Students who use their personal mobile phones inappropriately at Glen Waverley Secondary College are:在 Glen Waverley 中学不正确使用个人手机的学生：

Expected to hand their phone to any staff member in a respectful manner upon request 必须在要求下礼貌地将他们的手机交给学校的工作人员

Note the following:注意如下：

- Confiscated phones will be taken to the relevant sub school office by the staff member at the earliest opportunity 收缴的手机会由工作人员第一时间交给相关的学校办公室
- Confiscated phones can be collected at the end of the school day from the sub school office 收缴的手机只有在当天放学时在相关的学校办公室可以被取回
- Students may receive a detention or suspension for using their phone during school hours whilst at school.在学校期间使用手机的学生可能会得到留校处分或停课处分

At Glen Waverley Secondary College, inappropriate use of mobile phones is **any use during school hours by students**, unless an exception has been granted, and particularly use of a mobile phone:在 Glen Waverley 中学，不当使用手机是指除有批准的例外外，任何学生在校期间任何对手机的使用，特别是将手机用于：

- in any way that disrupts the learning of others 干扰他人的学习
- to send inappropriate, harassing or threatening messages or phone calls 发送或拨打不当的，骚扰的和威胁性的短息及电话
- to engage in inappropriate social media use including cyber bullying 参与不当的社交媒体活动，包括网上欺凌
- to capture video or images of people, including students, teachers and members of the school community without their permission 在不经当事人准许的情况下拍下含有其他学生，老师和学校工作人员的照片及录像
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms 拍摄学校厕所，更衣间，游泳池和体育馆
- during exams and assessments 在考试和测试期间使用

Exceptions 例外

Exceptions to the policy:规范中的例外：

- may be applied during school hours if certain conditions are met, specifically, 如果有特殊情况，可以适用于在校期间
 - Health and wellbeing-related exceptions; and 健康和福祉相关的例外
 - Exceptions related to managing risk when students are offsite. 当学生不在校园内为了降低风险的例外
- can be granted by the principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones Policy](#). 根据[手机规范](#)，校长和任课老师可以批准例外

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are: 教育局的[手机规范](#)允许的三个例外类别为:

1. Learning-related exceptions 与学习相关的例外

Specific exception 特别例外	Documentation 记录
For specific learning activities (class-based exception) 特定的学习方式（课堂上的例外）	Unit of work, learning sequence 课件单位，学习顺序
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty 因为学习困难或残疾，根据要求，需要合理调整学习项目的学生	Individual Learning Plan, Individual Education Plan 独立学习计划，独立教育计划

2. Health and wellbeing-related exceptions 与健康福祉相关的例外

Specific exception 特别例外	Documentation 记录
Students with a health condition 有健康需要的学生	Student Health Support Plan 学生健康支持计划
Students who are Young Carers 作为年轻看护者的学生	A localised student record 局部的学生记录

3. Exceptions related to managing risk when students are offsite 当学生在校外，与降低风险相关的例外

Specific exception 特别例外	Documentation 记录
Travelling to and from excursions 去出游或在出游回来的路上	Risk assessment planning documentation 风险评测计划书
Students on excursions and camps 学生在出游或野营	Risk assessment planning documentation 风险评测计划书
When students are offsite (not on school grounds) and unsupervised with parental permission 当学生离校（不在学校场地）而且有家长的准许无人看管的情况	Risk assessment planning documentation 风险评测计划书

Students with a dual enrolment or who need to undertake intercampus travel 有双校注册的学生或需从一个校园过度到另一个校园的学生	Risk assessment planning documentation 风险评测计划书
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Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted. 如果例外得到批准，这个学生只能在准许的条件下以此为目的使用手机。

Camps, excursions and extracurricular activities 野营，出游和课外活动

Glen Waverley Secondary College 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. Glen Waverley 中学将为学生，父母及看护人提供野营，出游和课外活动中可以及不可以携带的物品的清单，包括个人手机。

Exclusions 出游

This policy does not apply to 此规范不适用于：

- Out-of-school-hours events 学校上课时间以外的活动
- Travelling to and from school 从学校出发及返回学校的过程
- Wearable devices 可佩戴的设备
- iPads and all other personal devices ipad 和其它个人设备
- Students undertaking workplace learning activities, e.g. work experience 学生在工作环境中的学习活动，如工作实践
- Students who are undertaking VET 参加 VET 的学生

RELATED POLICIES AND RESOURCES 相关的规范和资源

- [Mobile Phones – Department Policy 手机—教育局规范](#)
- [Ban, Search and Seize Harmful Items 严禁，搜寻和没收有害的物品](#)
- [Personal Goods – Department policy 个人物品—教育局规范](#)

REVIEW PERIOD 复查期间

This policy was last updated on October 2019 and is scheduled for review on October 2021

此规范于 2019 年 10 月更新，计划于 2021 年 10 月复查。