



Mobile Phones – Student Use Policy

1. Purpose

To explain to our school community the Department's and Victoria University Secondary College's policy requirements and expectations relating to students using mobile phones and earphones during school hours.

2. Scope

This policy applies to:

1. All students enrolled at Victoria University Secondary College; and
2. Students from other schools who attend VET courses at Victoria University Secondary College (including the Trade Training Centre); and
3. Students' personal mobile phones brought onto school premises during school hours, including recess and lunchtime.

3. Definitions

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

Earphones include headphones and may be in-ear, over-ear, over-head, wired or Bluetooth versions.

4. Policy

Our college understands that students may bring a personal mobile phone (and earphones) to school, particularly if they are travelling independently to and from school.

At Victoria University Secondary College:

- Students who choose to bring a mobile phone/earphones to school are personally responsible for them and their storage
- Students who choose to bring a mobile phone/earphones to school must have them stored in their locker
- Mobile phones should not be seen, heard or accessed/used from the first bell to the last bell of the day
- Earphones should not be seen or accessed/used from the first bell to the last bell of the day, unless with permission from a staff member
- Students must use earphones on their computer rather than their mobile phone if they wish to listen to audio resources such as Edrolo, Click View or other resources
- Year 12 students are permitted to use earphones in the Senior Campus study centre for study purposes only
- If students require a screen shot of class notes/resources, they may ask the teacher to do this who will email it to the student/s or post it on Microsoft Teams/Compass
- Students who use their mobile phone to check Compass must do so before the start of the school day
- Exceptions to this policy may be considered if certain conditions are met (see section 8 for further information)
- When emergencies occur, parents/carers should reach their child by calling the school's office.



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5. 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 at school during school hours, including lunchtime and recess, unless an exception has been granted.

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.

6. Secure storage

Mobile phones and earphones owned by students 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 or earphones to school unless there is a compelling reason to do so. Please note that our college does not have insurance for personal property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone/earphones to school, they are personally responsible for their secure storage. The college provides each student with a secure locker with a combination lock for personal belongings.

Students from other schools who attend Victoria University Secondary College or the Trade Training Centre for their VET program must have their mobile phone and earphones switched off and stored in their bag. Failure to comply with this will result in any consequences as per the VET Delivery's Schools Mobile Phone Policy. Bags may be stored in a locked room at the Trade Training Centre.

7. Enforcement

Students who use their personal mobile phone inappropriately at our college will be issued with consequences consistent with our school's existing policies and procedures. This includes inappropriate use at off campus events, camps or excursions.

Students will have their mobile phone confiscated by a staff member if they are found to be accessing their phone during school hours. Any staff member may confiscate a phone. For Year 7 students, the Year Level Coordinator will contact the parent/guardian to pick up their child's phone from the office. For all other year levels, the student will contact their parent/guardian from their Year Level Coordinator's office to ask their parent/guardian to come to the school to pick up their phone. Repeated breaches will result in suspension.

At our college, inappropriate use of mobile phones constitutes any use during school hours, including recess and lunchtime, 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



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- 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.

Students may have their earphones confiscated by a staff member if they are found to be accessing them during school hours without permission. Any staff member may confiscate a student's earphones. The student may collect the earphones from the staff member at the end of the day. Repeated breaches will result in suspension.

8. Exceptions

Exceptions to the policy may be considered at the discretion of the Principal in accordance with the Department's [Mobile Phones – Student Use Policy](#).

The following exceptions are allowed under the Department's Mobile Phones Policy:

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation and parental consent
Students on excursions, camps and school events	Risk assessment planning documentation and parental consent
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation and parental consent
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation and parental consent

9. Camps, excursions and extracurricular activities

Our college will provide students and their parents/carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal devices.

10. Exclusions

This policy does not apply to:

- Out-of-school-hours events
- Travelling to and from school
- iPads, laptops and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- VUSC students who are undertaking VET at an external location.



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11. Communication

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

- Available publicly on our school’s website
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request.

12. Related policies and resources

- Student Computer and Mobile Phone Use Agreement
- [Mobile Phones – Student Use Policy](#)

13. Evaluation

This policy will be reviewed every three years as part of the school review cycle or as required by changes to DE&T guidelines.