



# 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 ear/headphones during school hours and at school events, both on and off campus.

## **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 and ear/headphones brought onto school premises during school hours, including recess and lunchtime.
4. Student's personal mobile phones and ear/headphones brought to school camps, excursions and other off campus events.

## **3. Definitions**

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

**Ear/headphones** 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 ear/headphones) to school, particularly if they are travelling independently to and from school.

At Victoria University Secondary College:

- Students who choose to bring personal devices to school are personally responsible for them and their storage
- Students who choose to bring a personal device 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
- Students must not use their mobile phone or other device to contact their parent/guardian if they are feeling unwell and/or want to be picked up
- Ear/headphones 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 ear/headphones 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 ear/headphones 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



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- Students will not be permitted to use their mobile phone and ear/headphones during excursions, camps and other off campus events, except at the direction of supervising staff
- 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, or the supervising teacher in certain situations (eg. overnight camp, overseas tour).

## **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 (and/or ear/headphones as applicable) for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

## **6. Secure storage**

Mobile phones and ear/headphones 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 ear/headphones 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 personal device 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 ear/headphones 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.



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At our college, inappropriate use of mobile phones constitutes any use whilst a ban is in place, 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
- 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 ear/headphones 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 ear/headphones. The student may collect the ear/headphones from the staff member at the end of the day. Repeated breaches will result in suspension.

## **8. 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.

### **Outside school hours extracurricular activities on campus**

Students will generally not be permitted to use their mobile phones and ear/headphones during extracurricular activities outside school hours while on campus, eg. music rehearsals, volleyball club, strength and conditioning, homework club, concerts, tutoring etc. Where a student requests access to their device/s, they must comply with the direction of the supervising teacher and use their device/s in a safe, respectful and responsible manner.

### **Sporting Events**

Students will not be permitted to bring their mobile phones and ear/headphones to interschool sports, rugby league games or whole school sporting events (Athletics Carnival, Swimming Carnival). Students must store their devices securely in their locker before leaving for the event and may retrieve their devices at the end of the school day.

### **Single Day Excursions and Overnight Camps in Victoria**

Students will not be permitted to bring their mobile phones and ear/headphones to single day excursions or overnight camps within Victoria. Students must either leave their devices at home or store them securely in their locker before leaving for the excursion/camp. They may retrieve their devices at the end of the school day or on return from camp.

Exceptions may be approved by the College Principal where they are potential safety issues for students, eg. Amazing Race excursions, or where students are required to meet staff at the train station. In these cases, students must comply with staff direction at all times and use their phone in a safe, respectful and



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responsible manner.

## Overnight Interstate Camps and Overseas Tours

Whilst students are permitted to bring their mobile phone and other personal devices on overnight interstate camps and overseas tours, there will be restrictions in place on the times when access to these devices is allowed.

Students and parents/carers will be advised prior to the event when personal devices may be used. Staff will store all devices securely when not in use. Students will be given access to their phone during the event to contact their parents/carers as directed by staff. No student will have access to their phone overnight. If a student becomes unwell during the night, they can alert staff who will be on duty close by.

Personal devices will be confiscated immediately if found to be used inappropriately or in breach of staff instructions. Staff will update all parents/carers via email each day of the group's activities, or via our school Facebook and Instagram pages. Parents/carers will be able to contact the supervising teacher in case of emergency.

## 9. Exceptions

Exceptions to this policy:

- may be applied if certain conditions are met, specifically:
  - Health and wellbeing-related exceptions; and
  - Exceptions related to managing risk when students are offsite.
- can be granted by the Principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones — Student Use Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones — Student Use Policy](#) are:

### 1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Education Plan

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record



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### 3. Exceptions related to managing risk when students are offsite

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

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

### 10. Exclusions

This policy does not apply to:

- School events after hours and off campus
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- VUSC students who are undertaking VET at an external location.

### 11. Communication

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

- Available publicly on our school's website
- Included in the student planner
- Included in staff induction processes and staff training
- Included in the school newsletter
- Included in the 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 Department of Education guidelines.