



CROYDON SDS MOBILE PHONES – STUDENT USE POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on ph 9725 4933 or by email on croydon.sds@education.vic.gov.au

PURPOSE

To explain to our school community the Department's and Croydon Special Developmental School's policy requirements and expectations relating to students using mobile phones and other personal devices during school hours.

SCOPE

This policy applies to:

1. All students at Croydon SDS and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours.

DEFINITIONS

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

POLICY

Croydon SDS understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Croydon SDS:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school's office.

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 Croydon SDS 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.

Secure storage

Mobile phones owned by students at Croydon SDS 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 Croydon SDS 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 if this is deemed appropriate. Refer to the [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Croydon SDS will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Croydon SDS students are required to store their phones at the beginning of the day in a secure cabinet in the front office. This can be arranged by office staff upon arrival at school.

Students that attend camp are expected to secure their phone.

Enforcement

Students who use their personal mobile phones inappropriately at Croydon SDS will have their parents contacted and a meeting set to discuss any incidents that have occurred. As a result of that meeting, adjustment will be made that are consistent with and proportionate to the behaviour demonstrated.

At Croydon SDS inappropriate use of mobile phones is **any use during school hours**, 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

Exceptions

Exceptions to the policy:

- may be applied during school hours 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 exceptions)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed	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

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Students on excursions and camps	Please see camp risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Please see excursion 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.

Camps, excursions and extracurricular activities

Croydon SDS 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.

Exclusions

This policy does not apply to:

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school on Crown buses
- Students undertaking workplace learning activities, e.g. work experience and SBAT

COMMUNICATION

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training

- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement
- Code of Conduct
- Bullying Prevention Policy
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2026
Consultation	School Council
Approved by	Christine Pilot
Next scheduled review date	March 2030