



MOBILE PHONES – STUDENT USE.



Help for non-English speakers

If you need help to understand the information in this policy please contact our Admin office on 5628 1455.

PURPOSE

To explain to our school community the Department's and Neerim District Secondary College's policy requirements and expectations relating to students using mobile phones [and other personal mobile devices including SmartWatches] during school hours.

SCOPE

This policy applies to:

1. All students at Neerim District Secondary College and,
2. Students' personal mobile phones [and other personal mobile devices including SmartWatches] brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches. **A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

POLICY

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

At Neerim District Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker 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 on 5628 1455.

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 Neerim District Secondary College 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 Neerim District 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 Neerim District 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 [Claims for Property Damage and Medical Expenses policy.](#)

Where students bring a mobile phone to school, Neerim District Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Neerim District Secondary College students are expected to store their phones in their lockers, or, if they choose, to hand their phone into the school Administration Office to be placed in a locked safe in the office, to be signed out by the student at the end of the day.

Enforcement

Students who use their personal mobile phones inappropriately at Neerim District Secondary College will be asked to hand their phone in at the Administration Office of the school where it will be stored in a locked safe for the remainder of the day. Parents will be informed of this inappropriate use.

In the case of a student who struggles to comply with the Mobile Phone policy, as per the Department's [Weapons — Banning, Searching and Seizing Harmful Items](#) policy relating to 'other items' staff will instruct the student to hand their phone over to the staff member. The staff member will place the phone in a sealed bag and will take the bag to the Administration Office at the first available opportunity. If the student refuses to hand over the items, the staff member will implement the relevant disciplinary provision within the student code of conduct, which includes an exit to the Coordinators, and the implementation of a Mobile Phone Management Plan, with consultation with parents or guardians.

They may also be issued with consequences consistent with our school's existing student engagement policies including the *Student Wellbeing and Engagement* and *Code of Conduct* and *Bullying* policies.

At Neerim District Secondary College 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 exception) For example: Photographic evidence of a learning activity to be added to a learning journal	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 Learning Plan, 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
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	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.

Camps, excursions and extracurricular activities

Neerim District 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.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Wearable devices except Smart Watches as described in the Definitions section of this policy
- iPads and all other personal devices used for educational purposes
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2022
Consultation	
Approved by	Principal
Next scheduled review date	February 2025