

# MOBILE PHONES – STUDENT USE POLICY



## **HELP FOR NON-ENGLISH SPEAKERS**

If you need help to understand the information in this policy, please contact Braybrook College on 9312 2900 or [braybrook.sc@education.vic.gov.au](mailto:braybrook.sc@education.vic.gov.au).

## **PURPOSE**

To explain to our school community the Department's and Braybrook College's policy requirements and expectations relating to students using mobile phones (and other personal mobile devices such as ear buds, smart watches or iPads) during school hours.

## **SCOPE**

This policy applies to:

1. All students at Braybrook College and,
2. Students' personal mobile phones (and other personal mobile devices) brought onto school premises during school hours, including recess and lunchtime.

## **DEFINITIONS**

**A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. NOTE: 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 ear buds, smart watches or iPads.

## **POLICY**

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

At Braybrook College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored from the beginning of the school day until the end
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- If 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 Braybrook 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 Braybrook 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 Braybrook 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 college's Personal Property Policy.

Where students bring a mobile phone to school, there are two ways a student can securely store their phones:

- i. by using their own lockers or
- ii. using the college's separate secure mobile phone lockers.

## **Enforcement**

At Braybrook 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

Students who fail to comply with the mobile phone policy rules, use including if they refuse to relinquish their phones to school staff when instructed, will be issued with consequences consistent with our school's Student Wellbeing and Engagement Policy, Student Code of Conduct and Departmental discipline policies.

## 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 Class team, 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 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 (assessed as high-risk by a health professional) | 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                                                            |                                        |
| When students are offsite (not on school grounds) and unsupervised with parental permission |                                        |

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

Braybrook 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 mobile phones.

## Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking external VET courses

## **COMMUNICATION**

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

- Available publicly on our school's website
- Available on Compass (In School Documentation Folder)
- Included in school newsletter
- Discussed at staff meetings, as required
- Included in transition and enrolment packs
- Discussed at parent information nights
- Hard copy available from General Office upon request

## **RELATED POLICIES AND RESOURCES**

- [Mobile Phones — Student Use Policy](#)
- [Mobile Phones — Student Use Policy](#)

The below are optional references to Department policy

- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

## **POLICY REVIEW AND APPROVAL**

|                            |                                                                                 |
|----------------------------|---------------------------------------------------------------------------------|
| Policy last reviewed       | 12 <sup>th</sup> May 2025 (To be reviewed every 4 years)                        |
| Consultation               | SRC – 23 <sup>rd</sup> April 2025<br>School Council – 12 <sup>th</sup> May 2025 |
| Approved by                | Principal                                                                       |
| Next scheduled review date | Before May 2029                                                                 |