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| POLICY: SCS19: Mobile phone Policy | Issued: Feb 2024 |
| REVIEW: Feb 2026 | Approved: Sue Holmes (Principal) |

MOBILE PHONES – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy please contact reception on 0397552007

PURPOSE

To explain to our school community the Department's and Sherbrooke Community schools policy requirements and expectations relating to students using mobile phones during school hours and on school excursions and camps.

SCOPE

This policy applies to:

1. All students at Sherbrooke Community school and Students' personal mobile phones brought onto school premises during school hours, including recess and lunchtime.
2. All students at Sherbrooke Community school and Students' personal mobile phones brought onto school excursions and camps.

DEFINITIONS

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

POLICY

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

At Sherbrooke Community school:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours in the provided pockets.
- 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 03 9755 2007.

Personal mobile phone use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Sherbrooke Community 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.

Secure storage

Mobile phones owned by students at Sherbrooke Community school are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Please refer to the department's [Claims for Property Damage and Medical Expenses policy](#). Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Sherbrooke Community school 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.

Where students bring a mobile phone to school, Sherbrooke Community school will provide a phone pocket and student locker for the storage of the mobile phone. Parent will be required to provide a padlock for the locker. Secure storage is storage that cannot be readily accessed by those without permission to do so (all lockers are within a classroom but it is the responsibility of the student to ensure a padlock is locked to prevent entry to that locker). At Sherbrooke Community school students are required to store their in the school provided phone pocket during school hours and put them into their lockers or hand them into reception.

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 Policy](#).

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

1. Learning-related exceptions

| Specific exception | Documentation |
|--|---------------------------------|
| For specific learning activities (class-based exception) | Unit of work, learning sequence |

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 under specific conditions where mobile phones are required | 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

Sherbrooke Community School 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 (not including camps and excursions)
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET off campus.

Wearable devices, iPads and laptops and other personal devices are excluded from the policy, however, if they are brought to school, students must switch off all notifications during the school day. If they are found to be using the device for non educational purposes it may be confiscated.

Students undertaking workplace learning activities, for example, work experience or a VET course offsite must comply with the policies of the individual workplace or training organisation.

Enforcement

Students who use their personal mobile phones inappropriately at Sherbrooke Community school will be issued with consequences consistent with our school's existing student wellbeing and engagement and code of conduct and anti bullying policies.

This will involve;

Confiscation and storage of the mobile phone in a lockable area of admin for the rest of the day and collection of the mobile device by the parent or carer.

Refusal to relinquish or put the mobile phone in the provided pocket will result in the mobile phone confiscation and an after or before school detention.

Repeated inappropriate use of the phone will involve further escalation of behaviour strategies.

At Sherbrooke Community School 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

Related policies

- [Claims for Property Damage and Medical Expenses](#)
- [Reporting and Managing School Incidents](#)
- [Student Engagement](#)

Relevant legislation

- [Education and Training Reform Act 2006 \(Vic\)](#)
- [Equal Opportunity Act 2010 \(Vic\)](#)

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
- Stored on compass under school documentation

REVIEW PERIOD

Evaluation:

The policy will be reviewed on an annual basis and endorsed by School Council.

This policy was last ratified by School Council in and should be reviewed by Feb 2024

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Principal

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School Council President