

# Mobile Phone Policy



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school 9387 6133 or [brunswick.sc@education.vic.gov.au](mailto:brunswick.sc@education.vic.gov.au)

## Purpose

The purpose of this policy is to explain to our school community the requirements and expectations relating to students using mobile phones during school hours. These expectations are from both the Department of Education & Training and Brunswick Secondary College.

## Scope

This policy applies to:

- All students at Brunswick Secondary College and,
- Students' personal mobile phones brought onto school premises during school hours, including recess and lunchtime.

This policy does not apply to

- Wearable devices
- iPads and all other personal devices

## Definitions

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

## Policy

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

At Brunswick Secondary College:

- 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Brunswick 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 Brunswick 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 Brunswick 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.

Where students bring a mobile phone to school, they are required to store their phones either in their locked lockers or handed into the school general office to be placed in a lockable cupboard. The phone must be securely stored for duration between the student's first and last class, including lunch and recess.

## Enforcement

Students who use their personal mobile phones without having been granted an exception will have their phone immediately confiscated for the remainder of the school day. The phone can be collected after the student's final class from the general office.

## Exceptions

Exceptions to the policy:

- can be granted by the principal, or by the teacher for that class for *learning*
- may be applied during school hours if certain conditions are met for health and wellbeing-related exceptions
- may be applied during school hours if certain conditions are met relating to managing risk when students are offsite.

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) Please note: students will be advised in advance if a mobile phone can be used.	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

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
E.g. 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

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

Brunswick 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 students when

- when travelling to and from school
- when travelling to VET classes
- undertaking workplace learning activities e.g. work experience
- participating in out-of-school-hours events e.g. homework club, rehearsals

## References

- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department Policy](#)

## COMMUNICATION

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

- Provided to staff at induction and included in staff handbook/manual

- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2021
Approved by	Principal
Next scheduled review date	June 2023