

Mobile Phone Policy



Help for non-English speakers.

If you need help to understand the information in this policy, please contact the college 5996 3544 or cranbourne.sc@education.vic.gov.au

Purpose

To explain to our school community the Department and Cranbourne Secondary College's policy requirements and expectations relating to students using mobile phones, music players, wireless headphones and non-laptop internet-connected devices during school hours.

Scope

This policy applies to:

1. All students at Cranbourne Secondary College 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.

A personal music player is a device that plays music via headphones or portable speakers.

Personal mobile devices - E.g. iPad, Music Players, Internet Connected Devices E.g. Watches.

Wireless headphones - Headphones that connect to computers, phones or Bluetooth enabled devices.

During school hours - From when students arrive on school grounds until they leave school grounds

Policy

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

At Cranbourne Secondary College:

- Students who choose to bring mobile phones, personal music players, personal mobile devices and wireless headphones to school must have them switched off and securely stored during school hours including recess and lunchtime.
- 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 5996 3544.

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 Cranbourne 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 and other personal mobile devices owned by students at Cranbourne 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 Cranbourne Secondary College does not have accident insurance for accidental

Mobile Phone Policy

property damage or theft.

Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Cranbourne Secondary College's Personal Property Policy.

Where students bring a mobile phone and other personal mobile devices to school, Cranbourne Secondary College will provide secure storage in the form of an allocated locker. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Cranbourne Secondary College students are required to store their turned off phones in either:

- In their assigned locker, locked using a high-quality combination or pad lock supplied by the college; or
- Handed into the school administration office before period 1 to be placed in a lockable cupboard and collected at the end of the school day; or
- If students have temporary issues with the security of their locker, they may hand the phone into the school administration office for safekeeping.

Enforcement

At Cranbourne 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

First Occurrence – If the phone/device is on the student's person, the phone or device will be confiscated and students will be able to collect it from the front office at the conclusion of the school day, 3 pm.

Second Occurrence – the phone/device will be confiscated and be stored in the front office until a parent can collect it. Parents will be contacted to inform them of this breach of the mobile phone policy.

Third Occurrence – the phone/device will be returned only to parents who will need to make a time to meet with a Year Level Coordinator or Sub-School Leader to collect the phone/device. It will be compulsory for the student to sign in and sign out phone/device at the front office. If the phone/device is not handed in before 8.55 am, the parent/carer will be contacted and informed that the student is not to be onsite.

End of the Day Offence - student to be followed up the next school day following the steps above.

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)	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

Mobile Phone Policy

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

Cranbourne 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
- Students undertaking workplace learning activities (subject to workplace requirements), e.g. work experience
- Students who are undertaking VET (subject to RTO requirements)

Communication

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in college 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

The Department's Policy and Advisory Library (PAL):

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

Cranbourne Secondary College policies and documents:

- Student Wellbeing and Engagement policy
- Bullying Prevention policy

Mobile Phone Policy

Policy Review and Approval

Policy last reviewed	October 2024
Approved by	Principal
Next scheduled review date	October 2026