

Student Mobile Phone Policy



PURPOSE

To explain to the Officer Secondary College Community, the Department and Officer Secondary College policy requirements and expectations relating to students use of mobile phones and other personal mobile devices including headphones and iWatches during school hours.

This policy applies to:

1. All students at Officer Secondary College related to students' personal mobile phones, other personal mobile devices and headphones brought onto school premises during school hours, including recess and lunchtime.
2. Parents/Guardians who, upon enrolment at Officer Secondary College are expected to adhere to the DET and School's Mobile Phone Policy.

DEFINITIONS

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

Headphones are any devices to play music or speech. These include headset style headphones, ear buds and wireless headphones (e.g. AirPods)

POLICY SUMMARY

DIRECT FROM DET POLICY "STUDENTS USING MOBILE PHONES SCHOOL POLICY"

Summary – Critical information

- From Term 1 2020, students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.
- Exceptions to the policy may be applied if certain conditions are met. Exceptions can be granted by the principal, or by a teacher. Exceptions must be documented.
- Where students bring a mobile phone to school, the school must provide secure storage.
- Schools are required to develop a local Students Using Mobile Phones policy, which must include how this Ministerial policy will be implemented.
- Schools will manage non-compliance with their local mobile phone policy in accordance with their existing student engagement policies.

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

At Officer Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker or a school provided secure mobile phone locker during school hours
- Exceptions to this policy may be applied at the discretion of the College Principal (or her delegate) if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers are expected to contact their child by calling the school's office.

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Personal mobile phone use

In accordance with the DET [Mobile Phones Ministerial Policy](#) issued by the Minister for Education, Mr James Merlino, personal mobile phones must not be used at Officer Secondary College during school hours, including lunchtime and recess, unless an exception has been granted by the Principal (or her delegate).

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 devices owned by students at Officer 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 Officer 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 [Personal Goods policy](#).

Where a student brings a mobile phone to school, Officer Secondary College will provide a locker and working lock as secure storage. At Officer Secondary College students are required to store their phones in their locker from the first bell of the day to the final bell of the day. It is prohibited to access their mobile phone during the school day.

Enforcement

Students who use their personal mobile phones at Officer Secondary College will be issued with consequences consistent with our school's existing Student Engagement policy. If students are found in possession of a mobile device or headphones during the school day, the device will be confiscated and placed in a secure locker in the front office or Subschool office with a note identifying the student. These devices may be collected at the end of the school day, or when the student is signed out of school at the front desk.

Mobile devices belonging to students who repeatedly violate the requirements of this policy will be:

- held by the school until collected by a parent/guardian of the student.
- Required to sign their phone into secure storage at front office/sub school office.

Students who refuse to hand over a mobile device or headphones will be issued with consequences consistent with our school's existing Student Engagement policy.

At Officer Secondary College ***inappropriate use of mobile phones*** is **any use during school hours**, unless an exception has been granted at the discretion of the Principal (or her delegate), 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

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- during exams and assessments

Exceptions

Exceptions to the policy:

- may be applied during school hours during camps and excursions where explicit permission to use a mobile phone has been granted
- can be granted by the principal in accordance with the Department's Mobile Phones Policy.

The three categories of exceptions allowed under the Department's Mobile Phones Policy are:

1. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition that has been approved by the College Principal	Student Health Support Plan signed by Doctor Letter of permission signed by the principal
Students who are Young Carers and phone use has been explicitly approved by the College Principal	A localised student record Letter of permission signed by the principal

2. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Students on, travelling to or travelling from excursions/camps with explicit permission	Compass event includes explicit permission for students to use mobile devices
When students are offsite (not on school grounds) and unsupervised with parental permission e.g. Work experience/TAFE	Parental permission

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Where an exception has not been granted, the school will work with the student and family on an alternate plan that does not require a mobile phone.

Camps, excursions and extracurricular activities

Officer Secondary College acknowledges that some camps and excursions may require the possession of a mobile phone for safety or personal entertainment purposes. Permission will be granted on a case-by-case basis by the Principal (or her delegate) and will be clear in the Compass event form that parents and students can view.

Misuse of mobile phones will result in confiscation by a supervising teacher. Misuse includes, but is not limited to:

- sending inappropriate, harassing or threatening messages or phone calls
- engaging in inappropriate social media use including cyber bullying

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- capturing video or images of people, including students, teachers, members of the school community and members of the public without their permission
- to access inappropriate material
- disrupting the orderly environment of the camp/excursion (e.g. violating rules not to play music on the bus or late at night)

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 VET

All students in these categories must adhere to the Appropriate usage of Mobile Phones

RELATED POLICIES AND RESOURCES

- The Officer Secondary College Wellbeing and Engagement Policy
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

REVIEW PERIOD

This policy was last updated on December 2019 and is scheduled for review in December 2022.

Related policies and resources

<https://www.education.vic.gov.au/school/principals/spag/safety/pages/mobilephones.aspx>

Office Use Only

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