COLAC SECONDARY COLLEGE

MOBILE PHONES POLICY

Rationale:

To explain to our school community the Department's and Colac Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

Scope:

This policy applies to all students at Colac Secondary College and 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. "Mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

School Hours:

For the purpose of this policy, school hours refers to 9.00am – 3.16pm, including recess and lunchtime.

Implementation:

Colac Secondary College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.
At Colac 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 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 Colac 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 Colac 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 Colac 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 school's Personal Property Policy AND/OR the Department's Personal Goods policy.
Where students bring a mobile phone to school, Colac Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Colac Secondary College students are required to store their phones in secured mobile phone lockers supplied by the school.

Enforcement:

Students who use their personal mobile phones inappropriately at Colac Secondary College may be issued with consequences consistent with our school's existing Bullying and Harassment policy and Student Management Stations and Actions process.
At Colac Secondary College inappropriate use of a mobile phone device 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

Exceptions:

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  o Health and wellbeing-related exceptions; and
  o Exceptions related to managing risk when students are offsite.
- can be granted by the principal, or by the assistant 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. 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 Learning Plan, Individual Education Plan

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:

Colac 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
- Wearable devices
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

Related Policies and Resources:

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

EVALUATION
This policy will be reviewed every three to four years or more frequently if necessary due to changes in regulations or circumstances.

Council Approval date	October 2023
Review date	2026
DET/VRQA required	Yes