

Policy: SCS019 Mobile Phone Policy	Issued: February 2023
Review: February 2026	Approved: Sue Holmes (Principal)

MOBILE PHONE POLICY – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school reception on 03 9755 2007.

Please also refer to the curriculum framework statement and allotments.

Purpose

To explain to our school community the Department's and Sherbrooke Community School's 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 telephone 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 their lockers.
- 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 and on school camps and excursions.

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. 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 secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Sherbrooke Community School, students are required to store their phones either in their lockers or handed into the school administration office to be placed in a lockable cupboard etc.

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
- On the 2nd offence; Notification to the parents of the phone confiscation and collection of the phone by the parent.
- 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

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
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

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

Communication

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

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included on compass under school documentation/policies
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

Policy Review and Approval

Approved by:	School Council
Approval Authority (Name & Date)	Sue Holmes (Principal) 15/02/2023
Responsible for Review	Principal – Policy and Planning Sub-Committee
Next Review Date	February 2026 (3 years)