

# Mobile Phone Policy – Student Use



Help for non-English speakers

If you need help to understand the information in this policy, please contact Lakes Entrance Secondary College on 03 5155 2982.

## Child Safe Statement:

At Lakes Entrance Secondary College, we hold the care, safety and wellbeing of children and young people as central and fundamental. Lakes Entrance Secondary College is committed to protecting students from abuse or harm while at school and in our care. Lakes Entrance Secondary College's Child Safety Code of Conduct is consistent with the Department of Education's recommendation. <https://www2.education.vic.gov.au/pal/child-safe-standards/policy>

## Purpose:

To explain to our school community the Department's and Lakes Entrance Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices; such as smart watches and AirPods, during school hours.

## Scope:

This policy applies to:

1. All students at Lakes Entrance Secondary College and,
2. 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. For the purpose of this policy, "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."

## Policy:

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

At Lakes Entrance Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely store them in the lockable phone cases provided for each class at the beginning of session one.
- 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.

- Students who arrive late at the College they must sign in and hand their phone into the General Office.
- When students are required to leave the College early, they can sign and retrieve their phone from the General Office.

### **Personal Mobile Phone Use:**

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Lakes Entrance 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 Lakes Entrance Secondary College are considered valuable items brought to school at the owner's (student's or parent/carer's) risk. Please note that Lakes Entrance 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 [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Lakes Entrance Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission.

At Lakes Entrance Secondary College:

- Students must hand in their mobile phones at the start of their session one class.
- Each class is allocated a lockable phone case to secure student phones.
- The phone cases will be stored in the General Office.
- At the end of the day, the phone cases will be returned by school staff to the classroom so students can retrieve their phones on dismissal at 3:10 pm.

## Enforcement:

Students who use their personal mobile phones inappropriately at Lakes Entrance Secondary College may be issued with consequences consistent with our school's Student Wellbeing and Engagement and Bullying policies.

At Lakes Entrance Secondary College, inappropriate use of mobile phones is **any use during school hours (9 am-3:10 pm)**, unless an exception has been granted, particularly the 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.

Consequences will include confiscation of mobile phones (to be collected from the General Office at the end of the school day) and suspension.

The policy means mobile phones brought to school must be switched off and stored securely in the lockable phone cases during the school day. Students will, therefore, not be permitted to have mobile phones in classrooms or to use them during recess or lunchtime.

If a student does not hand their mobile phone into the lockable phone case during session one and is caught using it at school, the following will occur:

- The phone will be confiscated until the end of school and placed in the lockable phone case and returned at 3:10 pm.
- If a student's mobile is confiscated three times or more, they will be suspended for the following day. Before the student returns to school, a parent/carer meeting with a Sub-School Leader will be required.
- If a student refuses to hand over their mobile phone, they will be suspended for the following day. Before the student returns to school, a parent/carer meeting with a Sub-School Leader will be required.

## 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 examples
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 examples
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 examples
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:**

Lakes Entrance 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, e.g. work experience.
- Students who are undertaking VET.

### **Communication:**

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method).
- Included in staff induction processes and staff training.
- Included in school 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.

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	16/10/2024
Approved by	Principal
Next scheduled review date	16/10/2027