

Mobile Phone Policy – Student Use

PURPOSE

To explain to our school community the Department of Education and Carranballac P-9 College expectations and policy requirements relating to students using mobile phones and other personal smart devices during school hours.

SCOPE

This policy applies to:

- All students at Carranballac P-9 College and,
- Students' personal mobile phones, smart watches and other personal mobile devices brought onto school premises during school hours, including recess, lunchtime, and all college supervised activities.

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 IMPLEMENTATION

Carranballac P-9 College understands that students may bring a mobile phone to school, particularly if they are travelling independently to and from school.

At Carranballac P-9 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 and previously arranged with parents/guardians in agreement with the College (see below for further information).
- When emergencies occur, parents or carers are to 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, a student's personal mobile phone must not be used at Carranballac P-9 College during school hours, including before and after school, lunchtime, recess, and during all College supervised activities unless an exception has been granted. If a student is using a mobile phone during these times they will be required to leave their phone at the front office for the remainder of the day and it will need to be collected by a parent/guardian.

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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, discerning, ethical, and responsible manner.

Secure storage

Mobile devices owned by students at Carranballac P-9 College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Please note that Carranballac P-9 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. Students are required to store their mobile phones in their locker with a secure lock or hand to a teacher or secondary co-ordinator for safe storage.

Enforcement

Students who use their personal mobile phones inappropriately at Carranballac P-9 College will be required to leave their phone at the front office for the remainder of the day, a parent/guardian will be contacted and it must be collected by a parent/guardian.

At Carranballac P-9 College inappropriate use of mobile devices is **any use during school hours or a school arranged activity**, in particular:

- Use of a mobile device that disrupts the learning of others in any way.
- Sending inappropriate, harassing, embarrassing, or threatening messages or phone calls.
- Engaging in inappropriate social media use, including cyber bullying
- Capturing, uploading or distributing video or images of people, including students, teachers and members of the school community without their permission.
- Capturing, uploading or distributing video or images in the school toilets, changing rooms, swimming pools and gyms.
- During assessments.

Exceptions

Exceptions to the policy:

- may be applied during school hours and activities if certain conditions are met, specifically,

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- Health and wellbeing-related exceptions; and
- Exceptions related to managing risk when students are offsite.
- can only be granted by the Principal or Assistant Principal in consultation with the teacher of 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
Learning activities (class-based exception)	Unit of work, learning sequence
Reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
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, incursions, 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

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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

Carranballac P-9 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, this will indicate the inclusion or exclusion of personal mobile phones.

Exclusions

This policy does not apply to:

Description	Rationale
Out-of-School-Hours Care (OSHC)	Policy not applicable, as attendance falls outside of school hours.
Out-of-school-hours events	Policy not applicable, as attendance falls outside of school hours.
Travelling to and from school	Policy is not applicable when travel falls outside of school hours.

FURTHER INFORMATION AND RESOURCES

Related school policies

- Bullying Prevention Policy
- Duty of Care Policy
- Student Engagement and Wellbeing Policy
- Student Code of Conduct

The Department's Policy and Advisory Library:

- [Mobile Phones — Student Use Policy](#)
Link to a suite of implementation resources for schools to use including [checklists](#), [case studies](#), [FAQs](#), [communications to families and research](#).
- Links to information for parents on DET website:
- [FAQs for Parents - Mobile Phones in Schools](#)

EVALUATION AND REVIEW

This policy will be reviewed as part of the school's review cycle and/or if there are changes in legislation, policy or local circumstances.