



## MOBILE PHONES – STUDENT USE POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school at the General Office.

### PURPOSE

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

### CONTEXT STATEMENT

Yarrabing Secondary College was established in 2024 and is located approximately 35 kilometres west of Melbourne. When fully established, the school will have 1200 students enrolled from Grade 7 to 12 and 130 school staff members including Wellbeing staff.

Our school grounds are very close to native bushland, and we are surrounded by a supportive community. Nearly all students that attend our school live locally and tend to walk or ride their bike to school. Yarrabing Secondary College has developed close ties to the local community and enjoys support from our local shops and community services.

Our school is culturally diverse with 60% of students having a language background other than English (LOTE) spoken in the family home, with the largest LOTE languages being Hindi and Punjabi. The school also has very small representation from the Koorie community. We are proud of our diversity and inclusive school community.

We strive to provide a nurturing and challenging environment that empowers students to reach their personal best, both academically and socially.

### SCOPE

This policy applies to:

1. All students at Yarrabing Secondary College and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

### DEFINITION

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."

"Headphones" refers to any device which can be connected to a phone or computer for the transmission of sound directly to the ear.

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

At Yarrabing Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and out of sight during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- Parents or carers needing to contact their children, for any reason including emergencies, should reach their child by calling the school's 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 Yarrabing 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 devices owned by students at Yarrabing 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 device to school unless there is a compelling reason to do so. Please note that Yarrabing 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 Yarrabing Secondary College's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Yarrabing Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Yarrabing Secondary College students are required to store their mobile devices in their lockers. These lockers should be locked with the school issued combination lock.

### Enforcement

Students who use their personal mobile phones inappropriately at Yarrabing Secondary College may be issued with consequences consistent with our school's existing student engagement policies:

- *Student Wellbeing and Engagement Policy*
- *Student Code of Conduct*
- *Anti-Bullying Policy*

At Yarrabing Secondary College 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 - 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
For specific learning activities (class-based exception) for example:	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

There may be times when a classroom teacher deems the use of a mobile phone necessary for the completion of a task which has not been previously documented. In this case, the teacher must be able to explain the usage of the device should the need arise. For example: student using the phone calculator and they don't have access to any other calculators, the school internet is not working so student is hot spotting, to make phone calls at the request of the teacher to potential work placements.

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Chronicle Pin
Students who are Young Carers	Chronicle Pin

### 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.

#### Personal Headphone Use

Yarrabing Secondary College aims to provide a safe school environment for all students and staff. With this in mind the school will enforce the following in regards to the use of headphones:

- a. Headphones may be used in class at the discretion of the classroom teacher. They must not be used when direct instruction, explicit teaching or practical activities are taking place.

The College reserves the right to confiscate items that are not used in accordance with the policy. Further consequences may result if students consistently fail to behave in a safe and appropriate manner.

#### Camps, excursions and extracurricular activities

Yarrabing 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

## COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in school newsletter
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- Student Wellbeing and Engagement Policy
- Student Code of Conduct
- Anti-Bullying Policy
- [Mobile Phones - Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2023
Consultation	Consultation will occur on review
Approved by	Principal
Next scheduled review date	August 2026