
Mobile Phone Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Boronia K-12 College on 03 9760 4900 or boronia.k12@education.vic.gov.au.

PURPOSE

To explain to our school community the Department's and Boronia K-12 Colleges policy requirements and expectations relating to students using mobile phones during school hours

SCOPE

This policy applies to all students at Boronia K-12 College and students' personal mobile phones 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.

POLICY

Boronia K-12 College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Boronia K-12 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 administration 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 Boronia K-12 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 Boronia K-12 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 Boronia K-12 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. Please refer to Boronia K-12 Colleges *Personal Property Policy*.

Where students bring a mobile phone to school, Boronia K-12 College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Boronia K-12 College, secondary students are required to have mobile phones turned off and locked in the student's locker at the start of the school day and not accessed until the final bell. Junior school students must give their phones to the class teacher at the start of the day to be locked in a secure classroom cupboard. Students can collect their phones under the supervision of the teacher at the end of the school day. Alternatively, students may hand their mobile phones into the Administration Office for secure storage

Enforcement

Students who use their personal mobile phones inappropriately at Boronia K-12 College may be issued with consequences consistent with our school's existing *Student Engagement Policy*

- Students observed with a mobile phone in their possession between the start of the school day and the end of the school day will be required to hand the phone over to the staff member. The phone will be taken to the relevant Director of Sub Schools office for secure storage and collection at the end of the school day. The school will take all due care and consideration but ultimately takes no responsibility for damage to or loss of the mobile phone.

First offence: Director of Sub School keeps the phone for the rest of the day

Second offence: Director of Sub School keeps the phone for the rest of the day, parent/ guardian contacted, and a detention is issued.

Third and subsequent offence: Director of Sub School keeps the phone for the rest of the day and parent/guardian may need to make arrangements to collect the phone. Further consequences discussed (e.g. phone handed into the General Office each morning and collected in the afternoon for a week, confiscation of the phone for multiple days or a loss of schoolbased privileges.

- Repeated breaches of this policy including refusal to comply with reasonable requests of staff members to hand over a phone, or unacceptable use of mobile phones causing harm or distress to other members of the school community will lead to severe consequence including possible suspension.

At Boronia K-12 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:

- that 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)	Teacher request form approved by Principal class.
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Documentation from a General Practitioner or Psychologist must be provided to an Assistant Principal and clearly state the specific need to use a mobile phone in class. If approved, this must also be written clearly within the student's Individual Education Plan to address a specific goal.

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Documentation from a General Practitioner must be provided to an Assistant Principal and must clearly state the specific need to use a mobile phone in class. If approved, this must also be written clearly within the student's Individual Health Support Plan to address a specific goal.

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Students must seek written permission from a member of the principal class team to use a mobile phone for all camps, excursions and offsite activities. Decisions will be made based on the risk assessment planning documentation
Students on excursions and camps. (See Camps, excursions and extracurricular activities)	
Students with a dual enrolment or who need to undertake intercampus travel	

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

In most circumstances, students will not be allowed to bring their mobile phones on overnight school camps and excursions including whole school carnivals. Boronia K-12 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 Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Wearable devices
- Headphones used for the purpose of educational activities on computers
- iPads and Laptops
- Students undertaking workplace learning activities, e.g. work experience

RELATE POLICIES AND RESOURCES

- [Student Engagement Policy](#)
- [Personal Property Policy](#)
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#) •
[Personal Goods – Department policy](#)

COMMUNICATION

REVIEW AND APPROVAL

Plan last reviewed	May 2024
Approved by	Principal
Next scheduled review date	May 2026