



MOBILE PHONES - STUDENT USE POLICY

Date	October 2024	Review Cycle	3 Years	Approved By	Principal
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INTERPRETER SERVICE

If you need help to understand the information in this policy please contact our college on 9741 1822 or werribee.sc@education.vic.gov.au so interpreters may be arranged via VITS or local services.



PURPOSE

To explain to our school community the Department of Education and Werribee Secondary College’s policy requirements and expectations relating to students using mobile phones (and other personal mobile devices) during school hours.

Scope:

This policy applies to:

1. All students at Werribee 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:

A **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

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COLLEGE MISSION AND VALUES

At Werribee Secondary College we strive for success in all the chosen endeavours of our students. We nurture the values of **respect** and **responsibility**.

We **respect**, and are **responsible** for embracing our identity and that of others; taking care of our local and global communities, and valuing the right to learn.

We respect and are responsible for our:

Learning

I respect my own right to learn and that of others, and I recognise my responsibility to become a lifelong learner.

Identity

I respect the diverse cultures, religions, languages, beliefs, genders, sexual orientation and the specific needs of those around me. I respect my own role within this community and take responsibility to show respect for both myself and others.

Community

I respect the local and global communities within which I live. I understand my responsibility in protecting these communities to ensure a safe and sustainable future in which everyone feels they belong.

POLICY

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

At Werribee Secondary 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 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 Werribee 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 Werribee 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 phone to school unless there is a compelling reason to do so. Please note that Werribee 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.

Where students bring a mobile phone to school, Werribee Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Werribee Secondary College students are required to store their phone in their **locker**, using a lock to secure the door.

Enforcement

Students who use their personal mobile phones inappropriately at Werribee Secondary College may be issued with consequences consistent with our school's existing student engagement policies (Student Wellbeing and Engagement, Code of Conduct and Bullying Prevention policies).

At Werribee Secondary College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted. Inappropriate 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)	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

Werribee 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
- Wearable devices
- iPads and all other personal devices
- 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 school website
- Included in staff induction processes and handbook
- Included in with transition and enrolment information
- Discussed at parent information sessions and student assemblies
- Annual reference in school newsletter
- Reminders via school communication systems (Compass)
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- Werribee Secondary College Student Wellbeing and Engagement, Code of Conduct and Bullying Prevention Policies which are all available on the college website: <http://werribeesc.vic.edu.au>
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)