



# Mobile Phone Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact the General Office, 95717838.

## PURPOSE

To explain to our community the Department's and Glen Eira College's policy requirements and expectations relating to students using mobile phones during school hours.

## SCOPE

This policy applies to:

1. All students at Glen Eira College; and
2. 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

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

At Glen Eira College:

- Students who choose to bring mobile phones to school must be **switched off securely stored during school hours**  
After the end of the school day (after 3.07pm), students may access their phones as long as they are not in the school building.
- 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 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 Glen Eira College during school hours, including recess and lunchtime 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 Glen Eira College are considered valuable items and are brought to school at the owner's (student or parent/carer) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so.

Please note that Glen Eira 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 responsible for items brought to school. Refer to Glen Eira College Personal Property Policy and the Department's [Claims for Property Damage and Medical Expenses policy](#).



# Mobile Phone Policy

Where students bring a mobile phone to school, Glen Eira College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Glen Eira College, students are required to store their phones **locked securely in the student's locker**. Students may hand their phone in the General Office where it will be logged in a book and stored in the Business Manager's Office.

## ENFORCEMENT

Students who use their mobile phones inappropriately at Glen Eira College may be issued with consequences consistent with our school's existing *Student Wellbeing and Engagement* and *Bullying* policies.

At Glen Eira 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 Policy](#) are:

1. Learning-related exceptions
2. Health and wellbeing-related exceptions
3. Exceptions related to managing risk when students are offsite

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

### 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 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

Glen Eira 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:

- 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
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

### RELATED POLICIES AND RESOURCES

- [Claims for Property Damage and Medical Expenses policy](#)
- Student Wellbeing and Engagement Policy including Student Code of Conduct
- Personal Accident and Personal Property Insurance Policy
- Internet and Social Media
- Bullying Prevention Policy

### REVIEW CYCLE AND EVALUATION

Policy last reviewed	February 2023
Approved by	Principal
Next scheduled review date	December 2025