



Mobile Phones – Student Use

Summary

Table 1 - Document details

Publication date	August 2023
Review date	August 2026
Related legislation/applicable section of legislation	Education and Training and Reform Act 2006 (Vic) Equal Opportunity Act 2010 (Vic)
Related policies, procedures, guidelines, standards, frameworks	RSC Student Engagement and Wellbeing Policy RSC Digital Learning Policy RSC Bullying Prevention Policy
Approved by	School Council
Approval date	August 2023
Version	1.2



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 9755 4555.

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1. Purpose

To explain to our school community the Department's and Rowville Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

2. Scope

This policy applies to:

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

3. 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 the internet or have a similar functionality to a mobile phone such as smart watches and audio devices.

4. Policy

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

At Rowville Secondary College:

- Students who choose to bring mobile phones and other personal mobile devices to school must have them **switched off and securely stored during school hours, including recess and lunchtime. Students must not use their mobile phones when they arrive at school and must ensure they are immediately stored in their lockers.**
- 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 Policy](#) issued by the Minister for Education, personal mobile phones or other mobile devices must not be used at Rowville 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 or other personal mobile devices owned by students at Rowville 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 Rowville 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 Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Rowville Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Rowville Secondary College students are required to store their phones in their lockers at their base campus or in the temporary lockers if they have travelled to the other campus. Phones and bags must be stored in lockers as soon as students arrive at either campus. Padlocks are provided to students (as part of the fees) in Year 7 and students must provide their Learning Mentor with the code in case of emergencies.

Enforcement

Students who use their personal mobile phones inappropriately at Rowville Secondary College may be issued with consequences consistent with our school's Student Wellbeing and Engagement Policy, Bullying Prevention Policy and Digital Technologies Policy. Please see Appendix A for implementation of this policy.

At Rowville 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 principal in consultation with key stakeholders, in accordance with the Department's [Mobile Phones 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 and lesson plan
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 e.g. a student with diabetes using mobile phone to monitor blood sugar
Students who are Young Carers	A localised student record e.g. contact with medical professionals during the school day regarding the person they are caring for

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

Generally mobile phones will not be permitted at events during school hours such as excursions or camps. Exceptions will be made for events where students may be considered to need their phones to manage independent travel, for example.

Sports coaching off site

Students must leave their phones in their lockers when attending off site coaching sessions.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- iPads that do not have a SIM card
- Students travelling between campuses in order to undertake VCE or VET study
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

5. Related policies and resources

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)