



Swinburne Senior Secondary College

Mobile Phones – Student Use Policy

Purpose

To explain to our school community the Department's and Swinburne Senior 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 Swinburne Senior Secondary College and,
2. Students' personal mobile phones and other personal mobile devices 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. 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."

Policy

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

Swinburne Senior Secondary College operates as a young adult learning environment where students are enrolled in Years 11 and 12 only and are typically 16 to 20 years of age. It is expected that students take increasing levels of responsibility for their whole education and that they uphold the school's values of Respect, Responsibility and Commitment.

At Swinburne Senior Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours. The mantra is that mobile phones and other personal devices are "silent (turned off) and invisible"
- Teachers may allow students to use their mobile phone for educational purposes at their discretion
- 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 must not be used at Swinburne Senior Secondary College during school hours, including lunchtime and recess, unless an exception has been granted. Students who choose to leave the school grounds at recess and/or lunchtime may use their mobile phones.

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 Swinburne Senior Secondary College are considered valuable items and are brought to school at the owner's (student's or parent/carer) risk. Please note that Swinburne Senior 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 Swinburne Senior Secondary College's Personal Property Policy.

Where students bring a mobile phone to school, Swinburne Senior Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Swinburne Senior Secondary College students may either store their phones securely in their locker or, if keeping them on their person, ensure that they are "silent(turned off) and invisible".

Enforcement

Students who use their personal mobile phones inappropriately at Swinburne Senior Secondary College may be issued with consequences consistent with our school's existing Student Engagement and Wellbeing Policy.

At Swinburne Senior Secondary College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted and particularly, the use of a mobile phone:

- in any way that disrupts learning
- 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)	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

Swinburne Senior 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
- Laptops and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

Related Policies and Resources

- [Statement of School Values and Philosophy](#)
- [Student Engagement and Wellbeing Policy](#)
- [Personal Property Policy](#)
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)

Evaluation

This policy was last updated on 21 November 2019 and is scheduled for review on 20 November 2022.