



# St Arnaud Secondary College

## MOBILE PHONES – STUDENT USE



### Help for non-English speakers

If you need help to understand the information in this policy, please contact St Arnaud Secondary College on 03 5495 1811 or [st.arnaud.sc@education.vic.gov.au](mailto:st.arnaud.sc@education.vic.gov.au)

### PURPOSE

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

### SCOPE

This policy applies to:

1. All students at St Arnaud Secondary 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. This definition extends to smartwatches with a direct connection to a mobile network.

### POLICY

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

At St Arnaud Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.
  - Each Home Group has a tub for mobile phones, which are locked in a secure cupboard throughout the day: students put their phones in this first thing in the morning and collect them at the end of the day.

- 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 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 St Arnaud 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 St Arnaud 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 St Arnaud 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 [St Arnaud Secondary College's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy.](#)]

Where students bring a mobile phone to school, St Arnaud Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At St Arnaud Secondary College students are required to store their phones in a Home Group tub that is locked in a cupboard in the student's Home Group room for the duration of the day.

### **Enforcement**

Students who use their personal mobile phones inappropriately at St Arnaud Secondary College may be issued with consequences consistent with our school's existing student engagement policies [*Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.] Students who do not follow these guidelines will

- The first confiscation will result in the phone being taken to the Assistant Principal or Principal's office, and must be collected by a parent.
- Parents are contacted and a lunchtime detention is issued.
- A second confiscation will result in the device being taken to the Assistant Principal or Principal's Office, and will be stored for one week in the school's safe.
- A parent/student/school meeting will be held to discuss the misuse of a mobile devices and school/department policy. Strategies to manage mobile phone use in the future will be discussed.

At St Arnaud 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 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

St Arnaud 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 Care (OSHC)
- 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
  - Workplaces may have their own policies around mobile devices, which students will be required to comply with.
- Students who are undertaking VET
  - VET course providers may have their own policies around mobile devices, which students will be required to comply with.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in staff handbook/manual and website
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from the school administration upon request

## RELATED POLICIES AND RESOURCES

- Policies are located in the 'Policies' Section of the School Website:
  - *Student Wellbeing and Engagement*
  - *Code of Conduct*
  - *Personal Property*
  - *Bullying*
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	12 December 2025
Consultation	SRC - 2026 School Council - 2026
Approved by	Principal

Next scheduled review date

December 2029