



Mobile Phone Policy – Student Use



Help for non-English speakers

If you need help to understand the information in this policy, please contact Apollo Bay P-12 College.

1. PURPOSE

To explain to our school community the Department's and Apollo Bay P-12 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 Apollo Bay P-12 College and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

3. DEFINITION

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.

4. POLICY

Apollo Bay P-12 College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Apollo Bay P-12 College:

- Foundation students to Year 10 students who choose to bring mobile phones to school must have them switched off and securely stored in their locker or school bag during school hours (not on their person).
- Year 11 and Year 12 students may keep possession of their mobile phone during the school day and at teacher discretion are permitted to use the device as a tool for the primary purpose of "learning", and as an organisational tool. Students in Years 11-12 are not permitted to use their phones in social groups at recess and lunchtimes. Use at recess and lunchtimes is limited to private study only.
- Students in Year 10 who are completing a VCE or VET subject, may take their phone to that subject only, and then return the phone to their bag or locker immediately at the end of that class.
- All teachers are given full jurisdiction to confiscate a student's mobile phone, where at any point in time a student is deemed to have been using the phone without permission, is using it inappropriately, the phone is distracting/disrupting the student (or another student's) learning, or is distracting/disrupting the students social interactions. Students who, in the opinion of the responsible teacher, breach this phone policy are required to surrender it immediately.
- Our school reserves the right to prohibit students from bringing mobile phones into certain spaces or during certain activities e.g. Excursions.
- The principal may revoke a student's privilege of bringing or using a mobile phone whilst at school.

- Mobile phones owned by students and staff are brought to school at their own risk. The College will not compensate damaged, lost or stolen personal mobile phones.
- Mobile phones brought to school must never be loaned to other students.
- 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 Apollo Bay P-12 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 and other personal mobile devices owned by students at Apollo Bay P-12 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 Apollo Bay P-12 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 Apollo Bay P-12 College's [Personal Property Policy](#) and the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Apollo Bay P-12 College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Apollo Bay P-12 College students are invited to hand in their device(s) to the homegroup teacher or staff office at the start of morning homegroup and collected at afternoon homegroup. Alternatively, students can choose to turn off their phones or personal mobile devices and store them either in their lockers or in their school bags. If preferred, students can also choose to hand in their device(s) at the General Office each morning for safe keeping.

Confiscated phones

Confiscated phones will be placed in the General Office for safekeeping, and may only be collected by the student, their parent, or guardian between 4.00pm and 4.30pm or the next school day. Where a phone has been confiscated, students are welcome to use the office phone to communicate with parents or guardians to ensure after school arrangements are made for duty of care and phone collection purposes.

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](#)

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

Apollo Bay P-12 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 and/or other personal mobile devices.

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

5. 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
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

6. RELATED POLICIES AND RESOURCES

Our school's relevant policies including:

- [Student Wellbeing and Engagement](#)
- [Code of Conduct](#)
- [Digital Learning \(including Student Acceptable Use Agreement\)](#)
- [Personal Property](#)
- [Bullying Prevention](#)

Department of Education policies including:

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)

- [Claims for Property Damage and Medical Expenses policy](#)

7. POLICY REVIEW AND APPROVAL

Policy last reviewed	2013
Consultation	September 2023
Approved by	Principal
Next scheduled review date	September 2027



Brian Humphries
Principal



Dan Holthouse
College Council President