



Mobile Phone Policy

PURPOSE

To explain to our school community the Department of Education and Port Melbourne 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 Port 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

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

At Port:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker during school hours
- 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 Reception at the college

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 Port 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 Port are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. The college does not have accident insurance for



accidental property damage or theft, and students / their parents/carers are encouraged to obtain appropriate insurance for valuable items. For further information on valuable goods please refer to the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, the college will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Port students are required to store their phones in the locker provided to them, and to ensure their lock is secured.

Expectations

Students who use their personal mobile phones without appropriate consent at Port will be managed as below:

- Students will be reminded of the school policy around the use of mobile phones and asked to put their phone in their locker.
- Persistent inappropriate use of the mobile phone in class will be referred to the Core teacher/Assistant Principal and will be addressed as outlined in the school's expected behaviour guidelines.

At Port, 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 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,
 - o Health and wellbeing-related exceptions; and
 - o 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, to be recorded in Canvas/Xuno



For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty/requirement	Individual Education Plan
For endorsed student leadership/co-curricular activities as permitted by the school (Principal exception)	To be recorded in Xuno by teacher in charge

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student 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

The 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
- Wearable devices
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

RELATED POLICIES AND RESOURCES

- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

REVIEW PERIOD

This policy was endorsed by school council in November 2021 and will be reviewed as required or when advised by the Department of Education.