



MOBILE TECHNOLOGY POLICY

Bellarine Secondary College

Policy Number 10.1



Help for non-English speakers

If you need help to understand the information in this policy please contact Bellarine Secondary College
– 5251 9000

PURPOSE

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

SCOPE

This policy applies to:

1. All students at Bellarine Secondary College and,
2. Students' personal mobile phones and other personal mobile devices such as smart watches brought onto school premises during school hours, including recess and lunchtime.
3. AirPods and wireless headphones/earphones to ensure adherence to the mobile phone policy

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 purposes of this policy, a "mobile phone" refers to mobile phones and all devices that could access the internet, through either cellular, wired or wireless connection.

Wireless Headphones/earphones are audio devices that use Bluetooth to connect wirelessly to phones, computers and audio devices. Wireless cords mean that it is extremely challenging for staff to identify if students are using their phones or laptops to listen to music. AirPods are a brand of wireless earphones.

POLICY

While Bellarine Secondary College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school, it is the advice of the school that students should not bring a mobile phone to school unless there is a compelling reason to do so.

If required parents/guardians can make contact with their student by calling the Administration Office. Students can also use school landlines to contact parents/guardians if needed.

At Bellarine Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours (see secure storage details below)
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or guardians should reach their child by calling the Administration Office.

PERSONAL MOBILE PHONE USE

In accordance with the Department of Education's Mobile Phone Policy issued by the Minister for Education, personal mobile phones must not be used at Bellarine Secondary College during school hours, including lunchtime and recess, unless an exception has been granted.

For the purpose of this policy school hours at Bellarine Secondary College are defined as 8.50am until 3.10pm.

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.

When an exemption is provided, the conditions under which a mobile device may be used will be explicitly identified in order to not unduly compromise the College's commitment to the statewide ban on mobile phones in schools.

SECURE STORAGE

Mobile phones owned by students at Bellarine 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 Bellarine Secondary College does not have accident insurance for accidental property damage or theft. Students and their parents/guardians are encouraged to obtain appropriate insurance for valuable items [Personal Property Policy – Bellarine Secondary College](#)

Where students bring a mobile phone to school, Bellarine Secondary College will provide secure storage in the form of lockers. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Bellarine Secondary College students are required to store their phones in the locker that is allocated to them. It is a school expectation that students secure their lockers with locks.

Students who are unable to lock their mobile phone in their locker may be asked to store this in a secure location at our General Office. In order to keep possessions safe, at times, students may lose the privilege of having a locker and provided alternative arrangements until we are aware they can keep their general items and mobile phone safe.

ENFORCEMENT

Students who use their personal mobile phones during school hours at Bellarine Secondary College will be required to hand their phone in at the Administration Office. Students will place their phone in a sealable container and sign a phone storage slip. Containers containing the phones will be appropriately marked and stored in a lockable cupboard/draw. Mobile phones and other devices covered by this policy will be returned to the student at the end of the school day. A text message and email from COMPASS will automatically be sent to parents/guardians when their student has had a 'mobile phone infringement'.

Students who refuse to follow staff instructions to securely store their phone at the office will not be permitted to return to class until a parent meeting has been held with a member of staff.

Repeated phone infringements will prompt a meeting with the involved student, parents/carer's and staff. Disciplinary action will follow.

Wireless Headphones/Earphones, such as Airpods allow students to connect wirelessly to their phones and prevents adherence to the school's phone policy. Students who are seen to be using Airpods during class are managed through the school's 4-Step Student Management process. Students are not seen as 'ready to learn' if they attend class with wireless headphones – and they may receive a detention after several occurrences if they continue to attend class with wireless headphones.

EXCEPTIONS

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - Learning-related exceptions
 - Health and wellbeing-related exceptions; and



- Exceptions can only be granted by the Principal or an Assistant Principal and in accordance with the Department's Mobile Phones Policy.

The three categories of exceptions allowed under the Department's Mobile Phone Policy are:

1. Learning-related exceptions

| Specific exception | Documentation |
|--|--|
| For specific learning activities (class-based exception) | Unit of work, learning sequence and approval from the Student Learning Team (SLT) and College Council. |
| For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty | Individual Learning Plan, supported by written advice from a relevant medical professional |

2. Health and wellbeing-related exceptions

| Specific exception | Documentation |
|----------------------------------|---|
| Students with a health condition | Student Health Support Plan, supported by written advice from a relevant medical professional |
| Students who are Young Carers | Student record in the office, supported by appropriate documentation |

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 as well as students travelling to VET subjects offered off campus. | 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. The student's exemption will be reconsidered if the student is unable to use within the parameters of the exemption.

CAMPS, EXCURSIONS AND EXTRACURRICULA ACTIVITIES

It is the organising teacher's responsibility to determine if students need to bring their phones on an excursion/camp. If the organising teacher/s has documented the use of personal mobile phones in their risk assessment, it will be clearly stated on the permission form and students will be permitted to take their phones on the excursion/camp. However, students will still not be permitted to use their phones without clear permission from a staff member. This also applies to AirPods – which are also not permitted on camp/excursions.

EXCLUSIONS

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school

- Student laptops
- Students undertaking workplace learning activities, e.g. work experience

COMMUNICATION

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

- Available publicly on our school's website [Policies – Bellarine Secondary College](#)
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Personal Property Policy – Bellarine Secondary College](#)
- [Bullying Prevention Policy – Bellarine Secondary College](#)
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

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|----------------------------|------------------------------------|
| Policy last reviewed | 04.03.2025 |
| Consultation | College Council endorsed (pending) |
| Approved by | Principal |
| Next scheduled review date | 04.03.2026 |