

Mobile Phone Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact a Coordinator or the General Office

PURPOSE

To explain to our school community the Department's and St Albans 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 Albans 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. For the purpose of this policy, "mobile phone" also refers to any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

POLICY

St Albans 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 Albans Secondary College:

- 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 the school's office.
- all other devices **MUST** have notifications switched off during school hours

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 St Albans 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.

Students may continue to use other personal devices or laptops in accordance with the College BYOD policy however, all notifications on these devices must be switched off.

Secure storage

Mobile phones owned by students at St Albans 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 Albans 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 Albans Secondary College 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 Albans Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At St Albans Secondary College students are required to store their phones in their locker. It is a student's responsibility to ensure they have a lock for their locker. These can be purchased from the College.

Enforcement

Students who use their personal mobile phones inappropriately at St Albans Secondary College may be issued with consequences consistent with our school's existing Student Management Policy, ICT Acceptable Use Policy and Bullying Policy.

At St Albans 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 only be applied during school hours by approval of the Principal.
- or may be applied when students are offsite as detailed below.

Exceptions related to managing risk when students are offsite

Specific exception	Details
Travelling to and from excursions	Mobile phones are not permitted on camps and excursions. If an exception is permitted by the principal it must be detailed in the relevant documentation and risk assessment planning.
Students on excursions and camps	
When students are offsite (not on school grounds) and unsupervised with parental permission	Permitted during period offsite
Students with a dual enrolment or who need to undertake intercampus travel	Permitted during period of travel

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted. At no time can a student use 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

Camps, excursions and extracurricular activities

St Albans 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
- iPads and all other personal devices (except smart watches) although, ALL notifications must be switched off.
- students undertaking workplace learning activities, e.g. work experience

RELATED POLICIES AND RESOURCES

- School Policies
 - Student Management Policy
 - Anti Bullying Policy
- Department of Education Policies
 - [Weapons — Banning, Searching and Seizing Harmful Items](#)
 - [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Consultation	Student Wellbeing Committee School Council
Approved by	Principal
Next scheduled review date	February 2026