Mobile Phones and Personal Electronic Devices – Student Use



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

This policy explains our requirements and expectations relating to the student use of personal electronic devices during school hours and school activities outside school hours, in accordance with:

- the department's Mobile Phones and Personal Electronic Devices – Student Use Ministerial Policy
- the department's Smart Glasses and Covert Filming Devices Ministerial Policy
- Ministerial Order No. 1515 – Personal Electronic Devices in Victorian schools
- the *Education and Training Reform Act 2006.*

SCOPE

This policy applies to:

1. all students at St Albans Secondary College and,
2. students' mobile phones, smart glasses, wearable devices and personal audio devices (including headphones, earphones or headsets) brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

Assistive hearing device means a device manufactured for the primary purpose of assisting a person with a hearing impairment to hear, including hearing aids, cochlear implants, external sound processors and remote microphones designed for use with hearing aids or cochlear implants.

Mobile phone means a telephone with the capacity to connect to cellular telecommunication systems.

Personal audio device means wired or wireless headphones, earphones or headsets.

School hours means the hours within which a student is expected to attend the school at which they are enrolled.

Smart glasses means a device that is designed to be worn as spectacles and has the capability to send, receive, store, record or process digital information.

Wearable device means a device that is designed to be worn on the body and that has the capability to send, receive, store, record or process digital information, including a smartwatch, but does not include an assistive hearing device, a surgically implanted medical device, or smart glasses.

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 the following requirements apply to students' personal electronic devices:

- Mobile phones must be switched off and securely stored during school hours.
- Wearable devices must have notifications, cellular connection and recording functions turned off during school hours and must be stored securely in a locked locker if at school.
- Personal audio devices must not be used during school hours.

Smart glasses must not be worn or used on school premises or at any school organised activity or event. This includes school organised activities that occur outside school hours or offsite. If they are brought to school or to a school activity, they must be switched off and stored securely.

Other covert filming devices must not be used on school premises or at any school organised activity or event.

During school hours, St Albans Secondary College will provide secure storage for mobile phones and smart glasses, if they are brought to school.

Exemptions to this policy may be granted if certain conditions are met (see below for further information).

When emergencies occur, parents or carers should contact their child by calling the school's office

Secure storage of mobile phones and smart glasses and other personal electronic devices

Personal electronic devices owned by students or their parents/carers are brought to school at the owner's risk. Students should not bring smart glasses to school unless they have been granted an exemption as a reasonable adjustment for disability. Students are encouraged not to bring mobile phones to school unless there is a compelling reason to do so.

Our school 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 department's Claims for Property Damage and Medical Expenses policy.

Where students bring a mobile phone or smart glasses to school, our school will provide secure storage during school hours. Secure storage is storage that cannot be readily accessed by those without permission to do so. During school hours, students are required to store their phones and smart glasses in their locked locker.

During school activities that occur outside school hours, students should not bring smart glasses. Where students bring these devices, they must be switched off and securely stored in a way that restricts access to them. St Albans Secondary College will inform students how they must store these devices if brought to these activities.

Enforcement and inappropriate use of personal electronic devices

Students who use their personal electronic devices 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.

Inappropriate use of a mobile phone includes using it, failing to have it switched off, or failing to store it securely during school hours, unless an exemption has been granted.

Inappropriate use of smart glasses includes wearing or using them on school premises or at any school-organised event or activity, unless an exemption has been granted.

Inappropriate use of a wearable device occurs when notifications, cellular connection or recording functions are enabled or used during school hours, unless an exemption has been granted.

Inappropriate use of a personal audio device is any use during school hours unless a specific use is permitted by this policy or an exemption has been granted.

Inappropriate use of any personal electronic device includes use:

- that disrupts the learning of others
- to send messages or make phone calls that are inappropriate, harassing or threatening
- to engage in inappropriate social media use, including cyberbullying
- to capture audio, video or images of people, including students, teachers and members of the school community, without their knowledge or permission
- to capture audio, video or images in toilets, change rooms, swimming pools or gyms
- to gain an unfair advantage during exams and assessments.

Exemptions

Exemptions to restrictions on personal electronic devices other than smart glasses may be granted to individual students or groups of students by the principal or a teacher, in accordance with this policy, under the following three exemption categories:

- to support student learning, for example:
    - specific learning activities
    - reasonable adjustments because of a disability and/or learning need
- to support student health and wellbeing, for example:
    - students with a health condition
    - students who are young carers
- to manage risks to students relating to participation in offsite activities, for example:
    - travel to and from excursions and camps
    - activities not on school grounds and unsupervised

A teacher may grant exemptions for devices other than smart glasses, in accordance with this policy and the direction of the principal.

Where an exemption is granted, the student may only use the personal electronic device for the specific purpose outlined in the exemption.

All exemptions will be documented in writing. Exemption documentation will include details about:

- the student or group of students to whom the exemption applies
- the basis for the exemption
- the period for which it applies
- any limitations or conditions.

The principal granting the exemption decides where these details are recorded based on the type of exemption and the needs of the student or group of students. This ensures details are recorded in the appropriate place, for example in:

- Individual Education Plans
- camp or excursion planning documents
- Student Health Support Plans
- a student's administrative record.

Exemptions for personal audio devices

At St Albans Secondary College, the following exemptions apply to student use of personal audio devices (headphones, earphones) when instructed by a teacher that these devices will be needed for a lesson:

- during music classes for the purposes of listening to electronic instruments
- in LOTE (or other relevant) classes for the purpose of listening to recorded content
- when instructed by their teacher to manage an unexpected health or wellbeing issue during school hours.

Camps and excursions

The policy restrictions on all personal electronic devices continue to apply during school hours when students are on excursions or camps, unless an exemption is granted.

The policy restrictions on smart glasses apply for the entirety of any camp or excursion.

In addition to the other requirements outlined in this policy:

- students must not bring mobile phones to school camps or excursions, including those outside school hours, unless an exemption has been approved by the school.
- if students are permitted to bring a mobile phone for a particular camp or excursion, the school will advise students and parents/carers in advance.

Exclusions

This policy does not apply to:

- travelling to and from school
- school-owned devices

- iPads and all other personal devices (except smart watches and smart glasses) although, ALL notifications must be switched off.
- students undertaking workplace learning activities, e.g. work experience
- assistive hearing devices (including hearing aids and cochlear implants).

For mobile phones, wearable devices and personal audio devices, this policy does not apply to events outside school hours, except as set out in the 'Camps and excursions' section. For smart glasses, the requirements remain in place for all school organised events and activities, including those outside school hours.

A student undertaking workplace or curriculum-related offsite learning activities managed by an external provider, for example, work experience, a VET course or offsite VCE studies, must comply with any policies of the provider or employer responsible for the activity. While undertaking these activities, they do not need to comply with the personal electronic devices policy of St Albans Secondary College.

RELATED POLICIES AND RESOURCES

- Student Management Policy
- Bullying Prevention Policy
- Mobile Phones and Personal Electronic Devices - Student Use
- Smart Glasses and Covert Filming Devices
- Weapons — Banning, Searching and Seizing Harmful Items
- Claims for Property Damage and Medical Expenses

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2026
Consultation	Student Wellbeing Committee School Council
Approved by	Principal
Next scheduled review date	November 2029

Appendix

Information for staff when they note a student has a phone (or other banned devices such as smart glasses or headphones)

The steps for the teacher are:

- Get the student's name, if they won't provide it or the phone or device try to identify the student, ask other students and go to the sub school you believe the student belongs to for assistance.
  We can look at camera footage if available or use student photos to assist identify students.
  Report to the Sub School any occasion involving a student with a phone if the student will not provide the phone or their name.
  Note staff may take a photograph of a student for identification purposes if they feel comfortable to do so; however, this is not required or expected.
- Ask the student for the phone/device and tell them, if it's their first time, they can collect it from the office but if it has been confiscated already this year, a parent will need to collect it. If they are unsure if it is the first time they can ask at the office at the end of the day.
  Do not try to forcibly take the phone or remove it from the student, they need to give it to you.
- Take the phone/device to the office, it goes in an envelope with the Student Name, Home Group and Date on it, hand it to one of the Office Staff.

The steps for the office are:

- Record the confiscation on Compass.
  Note that confiscations appear on the student profile on Compass so it is easy to see the number of times the phone has been confiscated in the year and in total.
- Place the phone/device in a labelled envelope in the phone collection box
- Return the phone/device to the student at the end of the day if it is a first confiscation,
  OR
- Place the phone/device in the safe until a parent comes to collect it.

The steps for the student are:

- Hand the phone/device over to staff when asked
- Collect the phone/device at the end of the day from the office if it is the first confiscation in the year, OR
- Inform a parent/guardian that they will need to collect the student's phone/device from the office if it is more than the first confiscation. Students may ask their Year Level Coordinator to call their parent on their behalf regarding collecting the phone/device.

Further notes regarding visible phones/devices as students enter or exit for the day:

At the start of the day or end of the day when students are entering or exiting the school, we have noted that some students have their phone/device out while on school grounds.
Staff who witness this should remind the student of the policy and ask them to put the phone/device away in their bag until they exit the school ground or get to their locker.
Staff are not required to confiscate a phone/device in this circumstance; however, should the student refuse to put the phone/device away then the steps from above should be implemented.