



MOBILE PHONES – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 9579 2322.

PURPOSE

To explain to our school community the Department's and South Oakleigh College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours (e.g Smart Watches).

SCOPE

This policy applies to:

1. All students at South Oakleigh 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.

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" include Headphones or any device to play music or speech. These include headset style headphones, earbuds and wireless headphones (e.g. AirPods) or "smart watches" that have a similar functionality to a mobile phone.

POLICY

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

At South Oakleigh College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their lockers 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.

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 South Oakleigh 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 owned by students at South Oakleigh 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 South Oakleigh 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 Department's [Claims for Property Damage and Medical Expenses policy.](#)

Where students bring a mobile phone to school, South Oakleigh College will provide secure storage in the form of student lockers. Secure storage is storage that cannot be readily accessed by those without permission to do so. At South Oakleigh College students are required to store their phones in their lockers from the first bell of the day until the final bell of the day. It is prohibited to access their mobile phone during the school day.

Enforcement

If students are found in possession of a mobile device or headphones/ ear buds during a school day, the device will be confiscated and placed in a secure locker in the Student Services Office with a note identifying the student. These devices will need to be collected at the end of the school day by a parent/carer.

Mobile devices belonging to students who repeatedly violate the requirements of this policy will be:

- Required to sign their phone into secure storage at the front office

Students who refuse to hand over a mobile device or headphones/ ear buds will be issued with consequences consistent with our school existing Student Wellbeing and Engagement Policy.

Students who use their personal mobile phones inappropriately at South Oakleigh College may be issued with consequences consistent with our school's existing Student Wellbeing and Engagement policies and Bullying Prevention Policies.

At South Oakleigh 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 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](#) are:

1. Learning-related exceptions

Specific exception	Documentation
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 that has been approved by the College Principal	Student Health Support Plan signed by their doctor Letter of permission signed by the Principal
Students who are Young Carers and phone use has been explicitly approved by the College Principal	A localised student record Letter of permission signed by the Principal

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions and camps	Compass Event includes specific permission for students to use mobile devices
Students on parent approved non-supervised excursions	Parental Permission
When students are offsite (not on school grounds) and unsupervised with parental permission e.g. Work Experience	Parental Permission
Students with a dual enrolment or who need to undertake intercampus travel	Parental Permission

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

South Oakleigh 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
- Laptops
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

RELATED POLICIES AND RESOURCES

South Oakleigh Secondary College Related Policies

- [SOC Student Engagement Inclusion Policy and Guidelines](#)
- [SOC Student Code of Conduct](#)
- [SOC Bullying Prevention Policy](#)

Department policy

- [Mobile Phones Department Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items – Department Policy](#)
- [Claims for Property Damage and Medical Expenses policy – Department Policy](#)

REVIEW PERIOD

This policy was last updated in December 2020 and is scheduled for review in December 2023