

## MOBILE PHONES – STUDENT USE



### Help for non-English speakers

If you need help to understand the information in this policy please contact the College, Main Reception on 03 9890-0571.

### PURPOSE

To explain to our school community the Department's and Box Hill Senior Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

### SCOPE

This policy applies to:

1. All students at Box Hill Senior Secondary College and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

### DEFINITIONS

**A mobile phone** is a telephone or smart device with access to a cellular (telecommunication) system, with or without a physical connection to a network.

### POLICY

Box Hill Senior Secondary College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Box Hill Senior Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their lockers during school hours, 9am-3pm
- 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 Box Hill Senior Secondary College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, which can only be given by the Principal, 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 or smart devices owned by students at Box Hill Senior 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 DET and Box Hill Senior 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.

Please refer to the Department's [Claims for Property Damage and Medical Expenses policy](#)

Where students bring a mobile phone to school, Box Hill Senior Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Box Hill Senior Secondary College students are required to store their phones in their allocated locker on enrolment or return to the new school year. These lockers are school property but all families are required to ensure that their child has a secure lock, which is to be placed on the student locker for safety and security purposes. While the school does have CCTV cameras in all locker areas we cannot guarantee the safety of personal items if students do not have their lockers secured. We also advise students not to share their locker combination with other students, again to maximise safety.

## Enforcement

Students who use their personal mobile phones inappropriately at Box Hill Senior Secondary College will be issued with consequences consistent with our school's existing student engagement policies such as the Student Wellbeing and Engagement, the Student Code of Conduct and Bullying Prevention policies.

At Box Hill Senior 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

## Consequences

As the Mobile Phone Policy aligns with DET policy expectations for all schools, students who choose to ignore the expectations regarding mobile phone use can expect a range of consequences in line with other non-compliant behaviour that undermines the potential safety and wellbeing of students and staff and the general integrity of the learning program at Box Hill Senior Secondary College. The following range of consequences will apply when students do not adhere to the policy and phones are visible and/or being used during school time (9am-3pm):

- First infraction– staff will politely ask for the phone to be handed over, it will be taken by the staff member to Main Office, to be collected by the student at the end of the day and an email will be sent home alerting families that the mobile policy has not been adhered to, while also asking families to support the DET and school policy. Note: If students refuse the hand over their phone, further consequences such as detentions etc will be used to address the non-compliance of a reasonable teacher request, linked to our behavioural expectations for all students
- Second infraction – staff will politely ask for the phone to be handed over, it will be taken to the Main Office to be collected by the student at the end of the day. An email to families will also be sent advising them that any further mobile phone confiscations will result in the parents having to collect the mobile phone from the Main Office and a school based Sub-School detention will be given to reinforce school and DET policy.
- Third infraction – as per the above infractions, the phone will be collected but parents will have to collect the mobile phone from the Main Office. A parent meeting will be scheduled to discuss the general behaviour and non-compliance with school and DET policy, along with a Sub-School detention as a measured consequence
- Any further infractions will result in more serious consequences being considered, including in-school and external suspension and/or Behaviour Review to address the behaviour and non-compliance.

## 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 **only** be granted by the **Principal**, 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 specific learning activities (class-based exception)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan or Individual Education Plan

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health 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. Relevant teachers and/or support staff will be notified to ensure that the exception is monitored appropriately.

### Camps, excursions and extracurricular activities

Box Hill Senior 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 Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- iPads and other devices used for learning (eg laptops)
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET, although VET providers and staff will have explicit expectations regarding mobile devices being used due to O.H. & S. and general safety guidelines within each organisation. Please refer to their rules and expectations.

## COMMUNICATION

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- 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

- <https://www.bhssc.vic.edu.au/our-college/documents-policies-reports/>
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2025
Consultation	March 2025
Approved by	Principal
Next scheduled review date	March 2028