'Balit Yirramboi'
Dohertys Creek P-9 College
TRUGANINA

Mobile Phones Policy

Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 8560 6079.

PURPOSE

To explain to our school community the Department's and Dohertys Creek P-9 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 Dohertys Creek P-9 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 with access to a cellular (telecommunication) system, with or without a physical connection to a network. 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.

POLICY

Dohertys Creek P-9 College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Dohertys Creek P-9 College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored 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 Dohertys Creek P-9 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 Dohertys Creek P-9 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 Dohertys Creek P-9 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 Dohertys Creek P-9 College's Personal Property Policy AND/OR the Department's Claims for Property Damage and Medical Expenses policy

Where students bring a mobile phone to school, Dohertys Creek P-9 College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Dohertys Creek P-9 College primary aged students are required to hand phones into the school administration office to be placed in a lockable cupboard. From Year 7 onwards, students will secure phones in their bags, within their own locker. Students will need to ensure they use a combination or key lock to secure their locker. Secondary students can wear smart watches and must have their mobile phone turned off and flight mode enabled on the watch.

Smart watches should be taken off during exams and assessments and securely stored in student lockers. Primary students who have been granted permission to wear a smart watch for safety purposes or as a school approved adjustment, may be asked to hand their watch into the office for the length of the assessment.

Enforcement

Students who use their personal mobile phones inappropriately at Dohertys Creek P-9 College may be issued with consequences consistent with our school's existing student engagement polices *e.g. Student Wellbeing and Engagement* and/or *Bullying Prevention* policies.

At Dohertys Creek P-9 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, audio 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

Students who do not adhere to this policy may:

- have their phone confiscated by a teacher for the rest of the school day. The mobile phone will be held in secure storage by the teacher and can be collected by the student at 3pm. Parents and carers will be contacted by the school.

- On a second or subsequent occasion will have their phone confiscated and held in secure storage by the teacher. Parents and carers will be contacted and will be asked to attend the school to pick up the mobile phone. If there are safety concerns these students will have the phone returned to travel home. The Leadership team will decide on a time period where the student will be required to hand their phone in to a designated person each morning and pick up each afternoon. The phone will then be stored in a locked facility for the period determined.

If the student engages in activity with the mobile phone that poses a danger to themselves, others or constitutes bullying, the mobile device will be confiscated immediately, and parents and carers will be contacted to organise for a formal meeting.

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 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, 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.

Camps, excursions and extracurricular activities

Dohertys Creek P-9 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 all other personal devices
- 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
- 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

- *Student Wellbeing and Engagement policy*
- *Personal Property policy*
- *Bullying Prevention policy*
- Mobile Phones — Student Use Policy
- Weapons — Banning, Searching and Seizing Harmful Items
- Claims for Property Damage and Medical Expenses policy

REVIEW PERIOD

Policy last reviewed	March 2025

Approved by	Principal
Consultation	School Council in September 2025
Next scheduled review date	September 2028