

MOBILE PHONE POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the BSC office at +61 (03) 9467 1511 or bundoora.sc@education.vic.gov.au.

PURPOSE

To explain to our school community the Department's and Bundoora Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices (excluding laptops) during school hours.

SCOPE

This policy applies to:

- All students at Bundoora Secondary College and,
- 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

Bundoora Secondary College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school. At Bundoora Secondary 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 Policy issued by the Minister for Education, personal mobile phones must not be used at Bundoora 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.

Secure storage

Mobile phones owned by students at Bundoora 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 Bundoora 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 Department's Personal Goods policy.]

Where students bring a mobile phone to school, Bundoora Secondary College provides secure storage in the form of students own locker (students must keep these padlocked at all times and not share access codes).

Secure storage is storage that cannot be readily accessed by those without permission to do so. At Bundoora Secondary College students are required to store their phones either in their lockers or handed into the school administration office to be placed in a lockable cupboard.

Enforcement

Students who use their personal mobile phones inappropriately at Bundoora Secondary College may be issued with consequences consistent with our school's existing student engagement policies. Our enforcement process complies with the Department's Ban, Search and Seize Harmful Items policy relating to 'other items' which states that staff "should instruct the student to hand over the item(s) and if the student refuses to hand over the items, implement the relevant disciplinary provision within the student code of conduct.

At Bundoora 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

Staged Responses

First offence 1: A phone sighted by staff between bell to bell (8.50 to 3.15), will be confiscated and taken to the General Office ASAP. The confiscation will be recorded on Compass and the phone can be collected at the end of the school day by the student. A letter will be sent to the parent outlining the concerns of the school and the consequences for a further breach.

Second offence: Follow first offence. In addition, the parent/carers will need to collect the phone and meet with the relevant AP to create a student/family support plan (emphasis on working together with the family). The phone will be locked up in the school safe until the phone is collected by the parent. A Myki card will be provided if a student requires one to make their way home.

Third offence: Follow second offence. External /Internal suspension and phone to be handed each morning before school for an extended period of time.

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically, to Health and wellbeing related exceptions; and to 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 Policy.

The three categories of exceptions allowed under the Department's Mobile Phones 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 Examples of health and wellbeing related exceptions may include: a student with diabetes may use their mobile phone to monitor their blood sugar	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

Bundoora 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
- Personal computer devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

RELATED POLICIES AND RESOURCES

- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

POLICY REVIEW AND APPROVAL

Requirement for local policy: Mandatory

Review cycle: 4 years - mandatory

Policy Owner: [Full name]

Policy last reviewed: November 2025

Next scheduled review: November 2029

Approval requirements: Principal

Consultation requirements: Recommended - School community, Recommended - School Council

Approved by: Reviewer Full Name, Role