



# Mobile Phones- Student Use Policy

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## Purpose

To explain to our school community the Department's and Sydney Road Community School's policy requirements and expectations relating to students using mobile phones during school hours.

## Scope

This policy applies to:

1. All students at Sydney Road Community School,
2. Students' personal mobile phones brought onto school premises during school hours, (including recess and lunchtime).

## Definitions

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

## Policy

Sydney Road Community School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Sydney Road Community School:

- 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 or Contact phone.

## 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 Sydney Road Community School 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 Sydney Road Community School are considered valuable items and are brought to school at the owner's (student's or parent/carers) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Sydney Road Community 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 [Personal Goods](#) policy.

Where students bring a mobile phone to school, Sydney Road Community School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Sydney Road Community School students are required to store their phones:

1. In a clear plastic sleeve labelled with their name.
2. Placed in a plastic tub assigned to their Contact group.
3. Plastic tubs to be locked in lockers to be stored in the main hall.

### Enforcement

Students who use their personal mobile phones inappropriately at Sydney Road Community School may be issued with consequences consistent with our school's existing student engagement policy *e.g. Student Engagement Policy*.

At Sydney Road Community School inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly the 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 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
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## 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.

NB: Classes delivered externally, eg Health and PE and Sport are not considered excursions.

### Camps, excursions and extracurricular activities

Sydney Road Community School 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
- Wearable devices (all notifications must be switched off)



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- iPads and all other personal devices (all notifications must be switched off)
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking a VET offsite

### Staff

In line with the above policy and in line with student restrictions, staff will not have their personal mobile phones in the classroom.

### Related Policies

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

### Approval and Review Details

Approved By	
Review Date	
Signed by School council President	Name:  Date: