

Mobile Phone Policy (2025)

PURPOSE

To outline and explain the Department of Education and Westall Secondary College policies on 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 Westall 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 with access to a cellular (telecommunication) system, with or without a physical connection to a network.

A tablet is an iPad or similar hand-held, touch screen device.

A smart watch is a watch that has some or all of the features of a mobile phone.

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 tablets smart watches.

POLICY

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

At Westall 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 Westall 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 and tablets owned by students at Westall Secondary College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are

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encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Westall 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.

Where students bring a mobile phone to school, Westall Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Westall Secondary College students are required to store their phones in the locker provided and it is the **student's responsibility** to ensure that their locker is secure when storing a mobile device.

Enforcement

At Westall Secondary College inappropriate use of mobile phones is **any use during the school hours** of 8.55am to 3.15pm.

Students that breach the College's Mobile Phone Policy will be subject to consequences as set out by the *Westall Way Progression of Consequences*.

Breaches of the Mobile Phone Policy will be recorded on Compass and monitored by sub school staff.

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 following categories of exceptions are allowed under the Department's [Mobile Phones Policy](#) are:

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

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

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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

Westall 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 and tablets.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school

RELATED POLICIES AND RESOURCES

- Please see <https://www.westallsc.vic.edu.au/publications> for other related policies.
- [Mobile Phones – Department Policy](#)

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

RELATED POLICIES AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	1 st September 2024
Approved by	Principal
1 st September 2021	1 st September 2027