



Mobile Phone - Student Use Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact a member of the Leadership Team.

Purpose

To explain to our school community the Department's and Albert Park College's policy requirements and expectations relating to students using mobile phones during school hours.

Scope

This policy applies to:

1. All students at Albert Park College and,
2. Students' personal mobile phones 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.

Policy

Albert Park College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school. We also understand that mobile phone technology is a part of 21st-Century life, and we endeavour to educate and support students through the responsible use of technology.



At Albert Park 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)
- Parents or carers should always contact Front Reception at the College when they require contact with their child
- Students should always contact a teacher when they require contact with a parent or carer
- 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 Albert Park 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 Albert Park 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 Albert Park 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. See the Department's [Claims for Property Damage and Medical Expenses policy](#) for further information.

Where students bring a mobile phone to school, Albert Park College will provide secure storage. Secure storage is storage that cannot be readily



accessed by those without permission to do so. At Albert Park College students are required to store their phones in their locker.

Enforcement

Students who use their personal mobile phones inappropriately at Albert Park College may be issued with consequences consistent with our school's [Charter of Respect](#), under S14, "Mobile phone is not stored as appropriate". In particular, if found with a mobile phone, students will be required to store it at Front Reception for the day, with further consequences should this recur.

At Albert Park 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

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
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Where an exception is granted by an Assistant Principal, the student can only use the mobile phone for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Albert Park 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 events
- Travelling to and from school
- Wearable devices
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET and are taking class offsite

Related Policies and Resources

- [Mobile Phones — Student Use Policy](#)
- [Acceptable Use Agreement](#)
- [Claims for Property Damage and Medical Expenses policy](#)

Evaluation

This policy and procedure will be reviewed on a 3-4 year cycle; however amendments can be made in response to any changes made by the Department.



Date implemented	February 2020
Responsibility	Foundation Principal
Endorsed by	Principal Team
Date reviewed	March 2024
Next review date	March 2027
Consultation	School Council: 12 March 2024
Version control	v.1 (2020) v.2 (current)