



# NORTH GEELONG SECONDARY COLLEGE STUDENT MOBILE PHONE POLICY

## Purpose

To explain to our school community the Department's and North Geelong Secondary College's policy requirements and expectations relating to students using mobile phones, smart watches and other personal mobile devices during school hours.

## Scope

This policy applies to:

1. All students at North Geelong Secondary College and,
2. Students' personal mobile phones, smart watches and other personal mobile devices brought onto school premises during school hours, including before school, 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

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

At North Geelong Secondary College

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their locked lockers upon arrival at the school
- The phone is not be accessed until the end of the day or during the day when students leave the school grounds
- 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 North Geelong 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 North Geelong 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 North Geelong 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. Please refer to the departments [Personal Goods](#) policy.

Where students bring a mobile phone to school, North Geelong Secondary College will provide secure storage in the students' lockers with a combination lock. At North Geelong Secondary College students are required to store their phones in their lockers which must be locked whilst not in use by the owner of the locker. Students are not to allow other students to access their locker or have knowledge of their locker combination.

## Enforcement

Students who use their personal mobile phones inappropriately at North Geelong Secondary College may be issued with consequences consistent with our school's existing student engagement and inclusion policy.

At North Geelong Secondary College, inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly if the use of a mobile phone:

- in any way disrupts the learning of others
- is taken out of the locker during school hours
- is to send inappropriate, harassing or threatening messages or phone calls
- is to engage in inappropriate social media use including cyber bullying
- is to capture video or images of people, including students, teachers and members of the school community without their permission
- is 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 in accordance with the Department's [Mobile Phones Policy](#).

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

***Exceptions to this policy***

Specific exception
Travelling to and from school
When students are offsite (not on school grounds) and unsupervised with parental permission
Students with a dual enrolment or who need to undertake intercampus travel
If a phone is required for a specific health issue, i.e. the phone is used to assist with the monitoring of blood sugar for a diabetes student.

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

**Exclusions**

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- iPads, laptops and all other classroom NGSC approved personal devices to be utilised for educational purposes
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

**Related policies and resources**

- *NGSC policies - Student Engagement and Inclusion policy, Code of Conduct, Bullying*
- [Mobile Phones – Department Policy](#)

[Below are optional references to Department policy]

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

**Review period**

This policy was last updated on 2019 and is scheduled for review on [December 2022].