



Mobile Phones (Student Use) Policy

Table of Contents

Location.....	1
Language Opportunities.....	1
Purpose.....	2
Scope.....	2
Policy.....	2
Communication.....	5
Further Information and Resources.....	5
Policy Review and Approval.....	5

Location

All Coburg High School policies are located under the 'Community' tab on Compass, sub-section 'School Documentation' and then 'Policies'.

Language Opportunities



If you require this document to be translated into another language, please contact:

info@coburg.vic.edu.au

Se si richiede che questo documento sia tradotto in un'altra lingua, si prega di contattare:

info@coburg.vic.gov.au

Εάν ζητήσετε να μεταφραστεί αυτό το έγγραφο σε άλλη γλώσσα, επικοινωνήστε με την ηλεκτρονική διεύθυνση

info@coburg.vic.edu.au

यदि आपको इस दस्तावेज़ को किसी अन्य भाषा में अनुवादित करने की आवश्यकता है, तो कृपया संपर्क करें:

info@coburg.vic.edu.au

اگر شما نیاز دارید که این سند به زبان دیگری ترجمه شود ، لطفاً با این آدرس تماس بگیرید: info@coburg.vic.edu.au

หากคุณต้องการแปลเอกสารนี้เป็นภาษาอื่นกรุณาติดต่อ: info@coburg.vic.edu.au

إذا كنت تريد ترجمة هذا المستند إلى لغة أخرى ، فيرجى الاتصال بـ: info@coburg.vic.edu.au

Purpose

To explain to our school community the Department's and Coburg High School's policy 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 Coburg High School 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. For the purpose of this policy, "mobile phone" refers to mobile phones as well as any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

Policy

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

At Coburg High School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their lockers during school hours. Smart watches may be worn during the school day but their usage should be restricted to the functions of a standard digital or analogue watch. Teachers may request that students store their smart watches in lockers in some circumstances.
- 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Coburg High 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 Coburg High 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 Coburg High 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 Coburg High School’s Personal Property Policy AND/OR the Department’s [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Coburg High School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Coburg High School students are required to store their phones in their lockers. Students are asked to purchase a lock that should be used for their locker.

Enforcement

Students who use their personal mobile phones inappropriately at Coburg High School may be issued with consequences consistent with our school’s existing *Student Wellbeing and Engagement Policy*.

At Coburg High School, 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

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

Coburg High 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
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

Communication

This policy will be made available publicly on our school's website and on Compass.

Further Information and Resources

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

Policy Review and Approval

Policy last reviewed	2024
Approved by	Principal
Next scheduled review date	2028