

Mobile Phone Policy – Student Use



Help for non-English speakers

If you need help to understand the information in this policy please contact Lakes Entrance Secondary College on 03 5155 2982.

Child Safe Statement:

At Lakes Entrance Secondary College, we hold the care, safety and wellbeing of children and young people as central and fundamental. Lakes Entrance Secondary College is committed to protecting students from abuse or harm while at school and in our care. Lakes Entrance Secondary College's Child Safety Code of Conduct is consistent with the Education Department's recommendation.

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

Purpose:

To explain to our school community the Department's and Lakes Entrance Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices; such as smart watches and airpods, during school hours.

Scope:

This policy applies to:

1. All students at Lakes Entrance 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. 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:

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

At Lakes Entrance Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- 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 Lakes Entrance Secondary College during school hours, including lunchtime and recess.

Secure Storage:

Mobile phones owned by students at Lakes Entrance Secondary College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Please note that Lakes Entrance 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. Refer to the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Lakes Entrance Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Lakes Entrance Secondary College students are required to store their phones in their lockers. Locks are available to be purchased from the General Office.

Enforcement:

At Lakes Entrance Secondary College inappropriate use of mobile phones is any use during school hours. Students who use their personal mobile phones between the hours of 9am – 3.10pm, at Lakes Entrance Secondary College will be issued with consequences consistent with our school's existing student engagement policy. Consequences will include confiscation of mobile phones (to be collected from the General Office at the end of the school day), and suspension.

The policy means phones brought to school must be switched off and stored securely in lockers during the school day (9am - 3.10pm). Students will, therefore, not be permitted to have mobile phones in classrooms, or to use these during recess or lunchtime. Please see below for the steps which will be implemented in the event of students not abiding by this policy:

- Confiscation until the end of school (staff member will leave device in the General Office)
- Student is welcome to collect their device at 3.10pm
- If a student has had their device confiscated three times, a parent must collect it from the school office (office staff will call parent to notify)
- If a student refuses to hand device over they will be sent home. Parents/guardians will be contacted to collect their child. If parent/guardian is unable to collect or can not be contacted, the student will be internally suspended until the parent can be reached. A meeting with the parent will be required prior to the student returning to school.
- A parent meeting with the year level coordinator and/or leading teacher will be required prior to the student returning to school

- If this occurs again, the student will be suspended and a parent meeting will be required with the Assistant Principal and/or Principal, prior to the student returning to school

Exceptions:

Exceptions to the policy:

- May be applied during school hours if certain conditions are met and approved by the Principal, in writing.
- 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

2. Health and Wellbeing Related Exceptions

- *Students with a health condition (Health Support Plan Required).*
- *Students who are Young Carers.*

3. Exceptions Related to Managing Risk When Students are Offsite

- Travelling to and from and on excursions.
- 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.

Where a student has been granted an exception, (parents/guardians need to apply and provide supporting documentation for this) the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Camps, Excursions and Extracurricular Activities:

Lakes Entrance 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.

Exclusions:

This policy does not apply to:

- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

POLICY REVIEW AND APPROVAL



Policy last reviewed	30/09/2022
Approved by	Principal
Next scheduled review date	30/09/2026