



Mobile Phone Policy

Purpose:

To explain to our College community the Department's and Whittlesea Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices- such as wearable device like smartwatches and EarPods during College hours. Our goal is not to confiscate mobile devices, but to ensure that our classrooms remain focused learning environments where every student can engage fully in their learning without distractions.

This policy implements the Victorian Government requirement that mobile phones/devices must be switched off and securely stored for the entire school day ('off and away').

Definitions:

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. For this policy, "**mobile phone/device**" refers to mobile phones and **any device** that may connect to or have a similar functionality to a mobile phone such as **smart watches, EarPods or any other device that fits this criteria.**

Policy:

At Whittlesea Secondary College, we are committed to maintaining a calm, safe and focused learning environment for all students. All Victorian government schools follow the [Department of Education Mobile Phone Policy](#) which requires that:

- Mobile devices must be **switched off during the school day.**
- Mobile devices must be **securely stored in student lockers or school bags.**
- Mobile devices must **not be used during class time, recess or lunchtime** unless a teacher has specifically permitted their use for a learning purpose.
- When emergencies occur, parents or carers should reach their child by calling the College General office on Ph. 9719-1200.
- Where a student has been granted an exception, the student may only use their mobile device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

This statewide policy is designed to support:

- Improved student focus and learning
- Reduced classroom disruption
- Positive student wellbeing and social interaction



Compliance:

Whittlesea Secondary College Expectations:

At Whittlesea Secondary College, our expectation is that mobile devices are switched off and stored in lockers or bags for the entire school day.

If a mobile device is seen or being used:

1. A staff member will ask the student to hand the phone or mobile device in.
2. The phone or mobile device will be stored securely at the College general office.
3. The phone/mobile device will be returned to the student at the end of the school day.

Students who have their mobile device confiscated will be subject to escalating consequences in line with this policy.

Refusing to hand over a mobile device when directed by College staff is considered failure to follow a reasonable instruction and may result in escalating consequences under the College's behaviour processes in accordance with our Student Wellbeing and Engagement Policy. (See Appendix 1.)

Parents/carers will be informed that students are not permitted to contact them via mobile phones/devices during the school day.

See Appendix 1.

Inappropriate Phone/Mobile Device Usage:

Further consequences will follow if students have been found to have used mobile devices inappropriately during school hours. This includes but is not limited to:

- Any usage of a mobile device that disrupts the learning of others.
- Sending inappropriate, harassing or threatening messages or phone calls.
- Engaging in inappropriate social media use including cyber bullying.
- Capturing video or images of people, including students, teachers and members of the College community without their permission.
- Capturing video or images in the College toilets, changing rooms, gym etc.
- Any use during exams and assessments.
- Covert filming or audio recordings of persons without their knowledge.

Storage of Mobile Phones/Devices:

Mobile phones owned by students at Whittlesea Secondary College are considered valuable items and are brought to the College at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to the College unless there is a compelling reason to do so.

Claims for the reimbursement of the cost of a personal item/property brought to the College will not be paid by Whittlesea Secondary College and are not covered by our insurance. Students and their



parents/carers are encouraged to obtain appropriate insurance for valuable items this is in line with [Department of Education Property Damage and Medical Expenses Policy](#).

Where students bring a mobile phone/device to the College, Whittlesea Secondary College and the phone/device is confiscated, the phone/device will be locked in secure storage at the General Office and returned to the student at the end of the day by their Head of House. This storage cannot be readily accessed by those without permission to do so.

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/device for the purpose for which it was granted. All ongoing exceptions must be approved by the Principal or delegate and documented.

Camps, excursions and extracurricular activities:

Whittlesea Secondary 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/devices as required.

Exclusions:

This policy does not apply to

- Out-of-school-hours events and usage
- Travelling to and from the College
- Students undertaking workplace learning activities, e.g. work experience

Communication:

This policy will be communicated to our College community in the following ways:

- Available publicly on our College website
- Included in staff induction processes and staff training
- Included in COMPASS posts/reminders
- Included in staff handbook/manual
- Discussed at staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from College administration upon request

Further Information and Resources:

The Department's Policy and Advisory Library (PAL):

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

Whittlesea Secondary College policies:

- [Bullying Prevention Policy](#)
- [Complaints Policy](#)
- [Student Wellbeing and Engagement Policy](#)



Policy Review and Approval:

Policy last reviewed	June 2026
Consultation	College Leadership, College Staff, Student Representative Council, School Council.
Policy approved	Principal
Next scheduled review date	June 2028



Appendix 1.



MOBILE DEVICES PROCESS

This includes mobile phones, earbuds/earpods, smartwatches and other personal devices.

