



MOBILE PHONES AND DIGITAL DEVICES - STUDENT USE POLICY

PURPOSE

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

SCOPE

This policy applies to:

1. All students at Bass Coast 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.

A digital device is any device with access to a cellular (telecommunication) system, with or without a physical connection to a network (including the school Wi-Fi network).

POLICY

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

At Bass Coast College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their issued lockable school locker during school hours
- 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 College 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 Bass Coast 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.

Personal digital device use

Bass Coast College recognises that it is a 1:1 Digital (Learning) Device school and as such, students will be in possession of a learning device for school use. Digital Devices are to be used for learning purposes only and must not be used at Bass Coast College during recess and lunchtime unless in designated study areas and for learning purposes.

Secure storage

Mobile phones and Digital Devices owned by students at Bass Coast College 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 Bass Coast 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 Bass Coast College's Personal Property Policy AND/OR the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Bass Coast College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Bass Coast College students are required to store their phones in their issued lockable school locker (locks are purchased by individual student/parent/carer and can be a combination or key lock variety). Combination codes and/or spare keys will be requested by Year Level Coordinators and these will be stored securely for back-up use purposes.

Enforcement

Students who use their personal mobile phones or digital devices inappropriately at Bass Coast College may be issued with consequences consistent with our school's existing student engagement policies, *Student Wellbeing and Engagement*, *Code of Conduct* and *Bullying Prevention* policies.

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

- that 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

At Bass Coast College, inappropriate use of digital devices is any use during recess or lunchtime, unless an exemption has been granted, and particularly the use of a digital device for any of the activities mentioned above.

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 Policy](#).

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

are: **1. Learning-related exceptions**

Specific exception	Documentation
For specific learning activities (class-based exception)	The teacher will identify the Unit of work, learning sequence etc. for which a mobile is required/can be used.
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Identified in individual Student Health Support Plan's
Students who are Young Carers	Identified via a localised student record

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Identified within specific Risk assessment planning documentation and communicated to students and parents/carers
Students on excursions and camps	Identified within specific Risk assessment planning documentation and communicated to students and parents/carers
When students are offsite (not on school grounds) and unsupervised with parental permission	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

Bass Coast 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

- Travelling to and from school

- Wearable devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement Policy
- Bullying Prevention Policy
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

REVIEW PERIOD

This policy was last updated in May 2024 and is scheduled for review in May 2026.

Staff Support of Policy:

- Be consistent in applying the policy
 - In the classroom and on yard duty

- Model responsible use in the classroom
 - Use phone/digital device for learning & teaching
 - Phone not visible/not being used
 - Don't read or send emails during class time