
Mobile Phones – Student Use



Help for non-English speakers

If you need help to understand the information in this policy please contact your child's House Admin Assistant or their Mentor Teacher.

PURPOSE

To explain to our school community the Department's and Blackburn 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 Blackburn 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 and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

POLICY

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

At Blackburn High School:

- Students who choose to bring mobile phones to school must have them switched off and stored securely in lockers between 8:35am and 3:15pm or the end of their school day.
- 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 Blackburn High School during school hours, including lunchtime and recess, unless an exception has been granted.

Students must use a bank card or cash to pay for items at the school canteen as payments with phones or smart watches are not permitted.

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 and in line with the school's values and the Acceptable Use Agreement.

Secure storage

Mobile devices owned by students at Blackburn High School are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Please note that Blackburn 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 the Blackburn High School’s Personal Property Policy AND/OR the Department’s [Personal Goods policy](#).

Where students bring a mobile phone to school, Blackburn High School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Blackburn High School students are required to store their phones in their lockers, which should be secured by a lock. If the phone is confiscated it will be stored securely in the front office.

Enforcement

Students who use their personal mobile phones inappropriately at Blackburn High School may be issued with consequences outlined below:

- Confiscation and phone removed to front office by teacher and logged. Student to sign out at the end of the day. Lunchtime Detention will be issued.
- If the phone is confiscated a second time, the phone will be removed and placed in the front office by teacher and logged. Student to sign out at the end of the day. After School Detention will be issued
- A third incident will mean the phone is confiscated and placed in the front office and logged and will lead to a parent/guardian meeting and an Assistant Principal’s detention will be issued.

At Blackburn 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 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 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

Blackburn 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
- Laptop computers designated for classwork and study
- Students undertaking workplace learning activities, e.g. work experience

- Students who are undertaking VET

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

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

Date implemented	October 2019
Author	Caroline Gachon
Approval Authority	
Principal: Joanna Alexander	Date: 23/10/2019
School Council President: Geoff Hugo	Date: 23/10/2019
Review Date	2025
References	Policy to be reviewed at Ed Policy Sub-committee