MOUNT ELIZA
SECONDARY COLLEGE

MOBILE AND PERSONAL DEVICE POLICY

"Mount Eliza Secondary College is committed to safe and wellbeing of all children and young people. This will be our primary focus of our care and decision making."

Purpose

To explain to our school community the Department's and Mount Eliza Secondary College's policy requirements and expectations relating to students using mobile phones and other personal mobile devices, including mobile phones, all wireless headphones and cellular smart watches, during school hours.

Scope

This policy applies to:

1. All students at Mount Eliza Secondary College and,
2. Students' personal mobile phones and other personal mobile devices, including all wireless headphones and cellular smart watches brought onto school premises during school hours, including recess and lunchtime.

Definition

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

Personal mobile devices include any device that may connect to a mobile phone or have a similar functionality to a mobile phone, including wireless headphones and smart watches with access to a cellular (telecommunication) system, with or without a physical connection to a network.

Policy

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

At Mount Eliza Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their locked lockers 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 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 and devices must not be used at Mount Eliza Secondary 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. Failure to do this may result in the consequence process.

Secure storage

Mobile phones and other mobile devices owned by students at Mount Eliza Secondary College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone or other mobile devices to school unless there is a compelling reason to do so. Please note that Mount Eliza 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 Claims for Property Damage and Medical Expenses policy.

Where students bring a mobile phone to school, Mount Eliza Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Mount Eliza Secondary College students are required to store their phones in their lockers using a lock, preferably the combination lock available from the college.

Enforcement

Students who use their personal mobile phones inappropriately at Mount Eliza Secondary College may be issued with consequences consistent with our school's existing student polices.

Student Wellbeing and Engagement

Bullying policies

At Mount Eliza Secondary College inappropriate use of mobile phones and personal mobile devices is **any use during school hours**, including camps and excursions, unless an exception has been granted. Inappropriate use may include:

- in any way that disrupts the learning of others, including your own
- 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 toilets, changing rooms, swimming pools and gyms
- during exams and assessments

Consequence Process

- Students that are found to have a mobile phone or personal device on their person will be asked to hand it to any staff member that requests it. This includes a student carrying a device and not in use.
- With the Ministerial Order's intention to provide safety and wellbeing for all students and staff, failure to hand over the phone/item where a student fails to comply with any clear and reasonable instruction of a staff member is considered a serious breach of the student code of conduct and a disciplinary measure such as suspension may occur.
- Confiscated devices will be taken to the Student Services office, where it will be logged and locked in a secure place. A COMPASS post visible to parents/carers will be created.
- The device will be returned to the student at the end of the school day, from the Front Office.
- If there is a second time a device is confiscated, device will be taken to the Student Services office, where it will be logged and locked in a secure place. A COMPASS post visible to parents/carers will be created and SMS sent to parents/carers to indicate a third confiscation will result in the device having to be collected by the parent/carer or restriction process may be followed.
- With the Ministerial Order's intention to provide safety and wellbeing for all students and staff, failure to hand over the phone/item where a student fails to comply with any clear and reasonable instruction of a staff member is considered a serious breach of the student code of conduct and a disciplinary measure such as suspension may occur.
- The device will be returned to the student at the end of the school day, from the Front Office.
- If there is a third time a device is confiscated, device will be taken to the Student Services office, where it will be logged and locked in a secure place. A COMPASS post visible to parents/carers will be created and SMS sent to parents/carers to indicate the device must be collected by the parent/carer.
- If the parent/carer does not agree to collect the device- the matter will be referred to a Student Engagement and Management Assistant Principal where an alternative restriction plan will be developed. Student will be expected to hand phone into the front office at the start of the day for 5 days. Failure to do this will result in process pertaining

to failing to follow direct instruction as outlined in Student Wellbeing and Engagement, including possible suspension process.

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 class, Disability and Inclusion Learning Specialist or classroom teacher for purposeful learning, 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 that has been clearly noted on the student's lesson plan. This DOES NOT include listening to personal audio while working independently
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan or Individual Education Plan that has been informed by a Specialist with educational advisory qualifications and experience

2. Health and wellbeing-related exceptions

Specific exception	**Documentation**
Students with a health condition	Student Health Support Plan informed by medical practitioner
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

Mount Eliza 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 and devices via COMPASS event.

Exclusions

This policy does not apply to

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

However, if inappropriate phone/device use outside of school hours impacts the health and safety of another student or staff member while they are at school, the Principal may follow consequence processes.

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 Links

- Student Wellbeing and Engagement
- Bullying policies
- Mobile Phones — Student Use Policy
- Claims for Property Damage and Medical Expenses policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Consultation	Staff Student Leadership College Council
Approved by	Principal
Next scheduled review date	February 2029