

MOBILE PHONES & PERSONAL DEVICES – STUDENT USE



Help for non-English speakers If you need help to understand the information in this policy, please contact the General Office.

PURPOSE

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

CONTEXT STATEMENT

Located in the Wyndham growth corridor of Tarneit, Brinbeal Secondary College provides students from the Tarneit community a wide range of diverse and outstanding opportunities in an orderly and inclusive learning environment that promotes and fosters educational attainment and academic excellence for all.

Brinbeal Secondary College is a Supported Inclusion School (SIS). A SIS is a local government school with additional professional capabilities and facilities designed to cater to a higher proportion of students with disability (up to 10%). Students with a disability will be provided with enhanced support to receive high-quality, evidence-based educational provision alongside their peers without disability in a safe, accessible and supportive environment.

Brinbeal Secondary College can enrol 1,300 students, including 100 places for students with disability.

SCOPE

This policy applies to:

1. All students at Brinbeal 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

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."

"Headphones" refers to any device which can be connected to a phone or computer for the transmission of sound directly to the ear.

POLICY

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

At Brinbeal Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and out of sight during school hours
- Students who chose to bring other personal devices such as wireless headphones, smart watches or smart glasses to school must have them switched off and out of sight during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- Parents or carers needing to contact their children, for any reason including emergencies, 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 must not be used at Brinbeal 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.

Personal device use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, wireless personal devices such as wireless headphones, smart watches or smart glasses must not be used at Brinbeal 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 device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones or other devices owned by students at Brinbeal 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 device to school unless there is a compelling reason to do so. Please note that Brinbeal 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 Brinbeal Secondary College's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone or other device to school, Brinbeal Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Brinbeal Secondary College students are required to store their mobile phones or other devices in their lockers. These lockers should be locked with the school issued combination lock.

Enforcement

Students who use their personal mobile phones or other devices inappropriately at Brinbeal Secondary College may be issued with consequences consistent with our school's existing student engagement policies:

- *Student Wellbeing and Engagement Policy*
- *Student Code of Conduct*
- *Anti-Bullying Policy*

At Brinbeal Secondary College inappropriate use of mobile phones or other wireless devices 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, 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) for example:	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

There may be times when a classroom teacher deems the use of a mobile phone necessary for the completion of a task which has not been previously documented. In this case, the teacher must be able to explain the usage of the device should the need arise. For example: student using the phone calculator and they don't have access to any other calculators, the school internet is not working so student is hot spotting, to make phone calls at the request of the teacher to potential work placements.

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Chronicle Pin
Students who are Young Carers	Chronicle Pin
Short-term exemptions relating to family needs	Chronicle Pin

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.

Personal Corded Headphone Use

Brinbeal Secondary College aims to provide a safe school environment for all students and staff. With this in mind the school will enforce the following in regards to the use of corded headphones:

- a) Headphones may be used in class at the discretion of the classroom teacher if they have a cord and directly plug into their laptop. They must not be used when direct instruction, explicit teaching or practical activities are taking place.
- b) Headphones (corded) may be used during private study sessions either in the library during study periods or designated study rooms during exam breaks.
- c) The volume must be at a level that enables the user to hear the teacher or other students without the need to yell.

The College reserves the right to confiscate items that are not used in accordance with the policy. Further consequences may result if students consistently fail to behave in a safe and appropriate manner.

Camps, excursions and extracurricular activities

Brinbeal 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

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
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement Policy
- Student Code of Conduct
- Anti-Bullying Policy
- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2026
Consultation	Consultation will occur on review.
Approved by	Principal
Next scheduled review date	August 2027