



Princes Hill Secondary College

Mobile Phone Policy

Purpose

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

Scope

This policy applies to:

- All students at Princes Hill Secondary College and,
- Students' personal mobile phones brought onto school premises during school hours, including recess and lunchtime.

This policy **does not** apply to:

- Wearable devices
- Tablets

Definitions

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

Policy

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

We expect that:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents/carers should reach their child by calling reception on 9389 0600.

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 Princes Hill 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.

Secure storage

Mobile phones owned by students at Princes Hill 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 to school unless there is a compelling reason to do so. Please note that Princes Hill 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, Princes Hill Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Princes Hill Secondary College students are required to store their phones either in their lockers or handed into school reception to be placed in a lockable cupboard.

Compliance

Students who use their personal mobile phones inappropriately and without an exemption being granted at Princes Hill Secondary College will have their device securely stored for the remainder of the school day. The phone will be labelled and securely stored at Reception (Level 1), Middle School Office (Level 2), or Senior School Office (Level 3) ready for collection after the student's final class. This will be chronicled on Compass.

All staff will follow our '[Staff response to mobile phone use](#)' guide when interacting with students.

Students who breach the mobile phone use policy on two or more occasions will additionally be required to attend a community service session.

Students who continuously breach the mobile phone use policy will be required to:

- provide their mobile phone to reception to be securely stored at the start of each school day for a nominated number of days
- attend a student support meeting with their Year Level Coordinator and parents/carers in order to support positive changes in behaviour (Reset and Restore)

At Princes Hill Secondary College 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 audio, 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)	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 for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Princes Hill Secondary College has an extensive Camps and Outdoor Education program, many excursions, and extracurricular activities that provide experiential learning for students. Princes Hill Secondary College will provide students and their parents/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
- Wearable devices
- Tablets (e.g. iPads) and all other personal devices
- 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 staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions

Related policies and resources

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2025
Approved by	Principal
Next scheduled review date	May 2029