



Help for non-English speakers
If you need help to understand the information in this policy please contact the school on 03 9055 8400 or email preston.hs@education.vic.gov.au



MOBILE PHONES – STUDENT USE

PURPOSE

To explain to our school community the Department's and Preston High School's policy requirements and expectations relating to students using mobile phones and other personal devices during school hours.

SCOPE

This policy applies to:

1. All students at Preston High School and,
2. Students' personal mobile phones and other personal 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. This also includes AirPods or similar that are connected to a mobile phone device as well as any recording devices or smart items.

POLICY

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

At Preston High School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours from entry into the school grounds until exit from the school grounds.
- Students who choose to bring or use AirPods or similar devices, will be assumed that they are using their mobile phone unless exemption has been provided for them to be connected to a laptop for use in a learning task.
- Students are not able to use their phones to pay for items at the canteen.
- 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 on 90558400
- Students who are ill or who need to contact their parent/carers must report to the Reception desk in all instances.

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 Preston High School 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 or device 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 Preston High School 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 Preston 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 Preston High School's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Preston High School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Preston High School students are required to store their phones in their locker with the lock fastened.

Enforcement

Students who use their personal mobile phones inappropriately at Preston High School may be issued with consequences consistent with our school's existing student engagement policies *e.g. Student Wellbeing and Engagement* and *Bullying* policies.

At Preston High School inappropriate use of mobile phones or devices is **any use during school hours**, unless an exception has been granted, and particularly serious inappropriate use of a mobile phone includes but is not limited to using the phone or device:

- 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)	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 (only if a specialist report is provided)	Individual Learning Plan, Individual Education Plan
For students in studying on Level 4 when approved by HOS or HOC (air pods/headphones only)	Internal documentation

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 – only where the phone or device is permitted and used as per advice on camp or excursion information and only as per directions by teachers.	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

Preston 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 and devices.

Exclusions

This policy does not apply to

- Out-of-school-hours events (excluding camps) unless specified
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience

- Students who are undertaking VET where the policy of the host school dictates what is permitted at that VET provider.

COMMUNICATION

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

- Available publicly on our school's Compass portal
- Included in staff induction processes and staff training
- Included in an annual reminder to families via school newsfeed
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement Policy
- Personal Property Policy
- Bullying Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023
Consultation	Staff, Students, School Council
Approved by	Principal
Next scheduled review date	2030 (4yrs)

Updates	
Reviewed	October 2023
Reviewed	August 2026