

### Purpose:

To explain to our school community Brentwood Secondary College's policy requirements, and expectations regarding the safe and appropriate use of personal mobile devices (including mobile phones) by students, at school or during school activities.

### Scope:

This policy applies to:

1. All students at Brentwood Secondary College and,
2. All personal mobile devices (including mobile phones) brought onto school premises during school hours, including recess and lunchtime.

### Definitions:

**Personal mobile devices** are communication devices such as mobile phones and smart watches, or any device that may connect to or have a similar functionality to a mobile phone. This policy does not include laptop computers.

### Policy:

Brentwood Secondary College understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

At Brentwood Secondary College:

- Students who choose to bring personal mobile devices 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 or carers should reach their child by calling the school's office.

### Personal mobile device use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile devices must not be used at Brentwood 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 device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

## Secure storage:

Personal mobile devices owned by students at Brentwood 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 personal mobile device to school unless there is a compelling reason to do so. Please note that Brentwood 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. The Brentwood Secondary College Personal Property Policy is available on the school website.

Where students bring a personal mobile device to school, Brentwood Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Brentwood Secondary College students are required to store their phones in their locked locker.

## Enforcement:

Students who use their personal mobile device inappropriately at school may be issued with consequences consistent with our school's *Student Wellbeing and Engagement* and/or *Bullying* policies. In some circumstances, students may be instructed to hand over their personal mobile device for storage in the House Hub. In these circumstances, the mobile device will usually be returned to the student or their parent/carer at the end of the school day. If a student refuses to hand over their device, they may be issued further consequences consistent with our school's Student Wellbeing and Engagement policy.

At Brentwood 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:

- during class or assemblies or 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 gym
- during exams and assessments.

## 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 a member of the Principal Team 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 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.

#### Insurance

Students are responsible for their personal mobile device. Please note that the Brentwood Secondary College does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school. Students are responsible for items brought to school.

## Camps and excursions

In some circumstances, students may not be allowed to bring their personal mobile device (including iPads) on overnight school camps or excursions. Brentwood Secondary College will provide students and their parents/carers with information about items that cannot be brought to special activities and events, including personal mobile devices.

### Exclusions:

This policy does not apply to

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

## Related Policies and Resources

- [Digital Technologies Policy](#)
- [Student Engagement Policy](#)
- School Policy and Advisory Guide: [Students Using Mobile Phones](#)
- [School Policy and Advisory Guide: Ban, Search and Seize Harmful Items](#)
- Mobile Phones – Department Policy

### Review Cycle and Evaluation:

This policy was last updated on Nov 25, 2019 and is scheduled for review in 2022 or sooner if required.

**Approved by Council on: 25 November 2019**