

MOBILE PHONES POLICY – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy, please contact Armstrong Creek School on 03 5218 5100 or armstrong.creek.school@education.vic.gov.au

PURPOSE

To explain to our school community the Department's and Armstrong Creek School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices, including smart watches during school hours.

SCOPE

This policy applies to:

1. All students at Armstrong Creek School and,
2. Students' personal mobile phones and other personal mobile devices 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. 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."

POLICY

Armstrong Creek School understands that students may bring a personal mobile phone or other personal mobile devices to school, particularly if they are travelling independently to and from school.

At Armstrong Creek School:

- Students who choose to bring mobile phones or mobile phone 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 Phone Use

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

Secure Storage

Mobile phones or other personal mobile devices owned by students at Armstrong Creek 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 or personal mobile devices to school unless there is a compelling reason to do so. Please note that Armstrong Creek 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 the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone or other personal mobile devices to school, Armstrong Creek School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Armstrong Creek School students are required to hand their phones or other personal mobile devices into their classroom teacher to be stored in a lockable cupboard.

Enforcement

Students who use their mobile phones or other personal mobile devices inappropriately at Armstrong Creek School may be issued with consequences consistent with our school's existing [Student Wellbeing and Engagement Policy](#)

At Armstrong Creek School inappropriate use of mobile phones or other personal mobile 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,
 - o Health and wellbeing-related exceptions; and
 - o 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. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan

2. 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 or other personal mobile devices for the purpose for which it was granted.

Camps, Excursions and Extracurricular Activities

Armstrong Creek 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 mobile phones and other personal mobile devices.

Exclusions

- Out-of-school-hours events
- Travelling to and from school
- School iPads
- 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
- Included in ACS Everyday guide
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

School policies

- [Student Wellbeing and Engagement](#)
- *Code of Conduct (Current policy out of date - will need to insert once updated)*
- *Bullying (Current policy out of date - will need to insert once updated)*
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	15th May 2026
Consultation	Luke Ryan and Stephanie Taylor
Approved by	Principal
Next scheduled review date	15th May 2030