



MOBILE PHONES – STUDENT USE POLICY

Policy 2025-2029



Help for non-English speakers

If you need help to understand this policy, please contact Roxburgh College on 9930 8100

Purpose:

To explain to our school community the Department's and Roxburgh College's policy requirements and expectations relating to students using mobile phones, and other personal **mobile phones***, during **school hours****.

***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**

**** School hours are between 8:30am and 4:30pm Monday to Friday. Please note that these are normal school office hours.**

Scope:

This policy applies to:

All students at Roxburgh College in relation to students' personal mobile phones 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.

Policy:

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

At Roxburgh College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Students who choose to bring mobile phones to school **MUST** have them **SWITCHED OFF** and are responsible for the phone's **secure storage** during school hours.
- Exceptions to this policy may be applied if certain special conditions are met (see below for further information)
- When **emergencies occur**, parents or carers should reach their child by calling the College's office on 9930 8100.
- In the event of an emergency, the school will make contact with the parent/carer through the nominated parent/carer contact details. Parents must ensure that all contact details are correct and updated when necessary.

Personal mobile phone use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones **MUST NOT** be used at Roxburgh College during school hours.

This includes lunchtime recess and study periods.

Where a student has been granted a special exception through application to School Council, the student **can only** use their mobile phone for the purpose for which the exception was granted.

Secure storage

Students are encouraged not to bring a mobile phone to school unless a special exemption has been granted. Please note that students and their parents/carers are encouraged to obtain appropriate insurance for valuable items as Roxburgh College does not have accident insurance for accidental property damage or theft. Mobile phones and other devices owned by students at Roxburgh College are considered valuable items and if brought to school it is at the owner's (student's or parent/carer's) risk and responsibility.

Where students bring a mobile phone to school, Roxburgh College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without specific permission to do so.

At Roxburgh College students are required to store their phones in their lockers. Students are **not permitted** to **share their locker** with other students and are strongly encouraged to keep their locker code secure at all times.

In the event that a student does not have access to a locker, students must hand in their mobile phone to the school's administration office for secure storage.

Enforcement

Students who use their personal mobile phones inappropriately at Roxburgh College may be issued with consequences consistent with our school's existing student engagement policies. *e.g. Student Wellbeing and Engagement and/or Code of Conduct or Bullying policies.*

At Roxburgh College inappropriate use of mobile phones is **any use during school hours**, unless a special 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
- carrying a mobile phone on their person during school hours

Students caught using a mobile phone during school hours will be required to hand the mobile phone in to the supervising teacher. The mobile phone will be placed in secure storage until it can be collected by the student's parent/carer.

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 School Council and the Principal 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 students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty. <i>A mobile device such as an iPad will be encouraged over a mobile phone</i>	Individual Learning Plan, Individual Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
<p>Students with a health condition</p> <p>An application must be lodged with the school at the start of the year with appropriate supporting medical documentation.</p> <p><i>The school reserves the right not to approve an application.</i></p>	<p>Student Health Support Plan.</p> <p>Students will be allowed access to their mobile phone at the appropriate times.</p>
<p>Students who are Young Carers</p> <p>An application must be lodged with the school at the start of the year with appropriate supporting medical documentation.</p> <p><i>The school reserves the right not to approve an application.</i></p>	<p>A localised student record</p> <p>Students will be allowed access to their mobile phone at the appropriate times.</p>

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions on Public Transport	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 specific purpose for which it is granted and within an agreed designated time.

Camps, excursions and extracurricular activities

Roxburgh 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
- iPads and laptops
- Students undertaking workplace learning activities, e.g. work experience

Related policies and resources:

- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)
- [Roxburgh College Student Code of Conduct](#)
- [Roxburgh College Bullying Policy](#)

Communication:

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff policy handbook
- Made available in hard copy from school administration upon request
- Uploaded to our school website

Policy Review and Approval:

Policy last reviewed	September 2025
Approved by	Principal and School Council
Next scheduled review date	September 2029