



MOBILE PHONES – STUDENT USE

PURPOSE

To explain to our school community the Department of Education’s and Mount Waverley Secondary College’s policy requirements and expectations relating to students using mobile phones (and other personal mobile devices) during school hours.

SCOPE

This policy applies to:

- All students at Mount Waverley Secondary College and,
- Students’ personal mobile phones (and other personal mobile 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, including wireless headphones (ear pods), or have a similar functionality to a mobile phone such as smart watches.

POLICY

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

At Mount Waverley Secondary College:

- 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 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 Mount Waverley 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 and other devices owned by students at Mount Waverley 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 Mount Waverley 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, Mount Waverley Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At the college students are required to store their phones in their lockers.

Enforcement

Students who use their personal mobile phones inappropriately at Mount Waverley Secondary College may be issued with consequences consistent with our school's existing student engagement policies including *Student Wellbeing and Engagement* and/or *Student Code of Behaviour* or *Bullying* policies.

At Mount Waverley 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 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 College Principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones — Student Use Policy](#).

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.



The three categories of exceptions allowed under the Department's [Mobile Phones – Student Use 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	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

Mount Waverley Secondary 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
- hybrid and other personal devices e.g. laptops
- Students undertaking workplace learning activities, e.g. work experience and/or work placement
- Students who are undertaking VET

COMMUNICATION

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

- Available publicly on our college's website
- Included in staff induction processes and staff training
- Included in college newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request





RELATED POLICIES AND RESOURCES

Mount Waverley Secondary College Related Polices

- MWSC Student Engagement and Wellbeing Policy
- MWSC Student Code of Conduct
- MWSC Bullying Prevention Policy

Department of Education Related Polices:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2025
Consultation	College Council and Education Sub Committee (16 Oct 2025)
Approved by	College Principal
Next scheduled review date	October 2028