



Mobile Phone and Smart Watch policy

Please note this policy has been developed in accordance with the ministerial policy formally issued by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006

Purpose

To explain to our college community the Department of Education and Training and Bendigo Senior Secondary College's policy requirements and expectations regarding the safe and appropriate use of mobile phones and smart watches by students, during school hours.

Scope

This policy applies to

- all students at Bendigo Senior Secondary College and,
- students' personal mobile phones and other personal mobile devices, such as smart watches.

Policy

Bendigo Senior Secondary College understands that students may bring a mobile phone and/or smart watch to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

At Bendigo Senior Secondary College:

- students who choose to bring mobile phones to school must have them switched off and securely stored in a locker during school hours.
- Other exceptions to this policy may be applied only if certain conditions are met (see below for further information) and have been approved by the Principal or Principal's delegate.
- When emergencies occur, parents or carers should reach their child by contacting the college's General Office on (03) 5443 1222.

Dated: October 2021

Person Responsible: Assistant Principal – Engagement and Wellbeing

Endorsed by Principal: October 2021

Endorsed by College Council: Not required

Review: October 2025

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

During class times, smart watches must have all notifications disabled. Teachers reserve the right to ask students to remove their smart watch during any class activity or assessment task.

Mobile phone and smart watch use

In accordance with the Department of Education and Training’s [Mobile Phones policy](#) issued by the Minister for Education, personal mobile phones must not be used at Bendigo Senior Secondary College during school hours, unless an exception has been granted by the Principal or Principal’s delegate. 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.

Smart watches (except for the time function), must not be used during Assessment activities (SACs, SATs, exams), any timetabled class or assembly, or in any way that disrupts the learning of others.

Exceptions

Exceptions to this policy:

- may be applied during school hours if any of the following conditions have been met, specifically
 - Learning-related exceptions
 - Health and wellbeing-related exceptions
 - Exceptions related to managing risk when students are offsite
- can only be granted by the Principal or Principal’s delegate
- will only be granted when there is no reasonable alternative.
- can only be applied where there is written documentation as set out below.

The three categories of exceptions allowed under the Department of Education and Training’s [Mobile Phones policy](#) are:

1. *Learning-related exceptions*

Specific exception	Documentation required
For specific learning activities (class-based exception)	Unit of work
For students for whom a reasonable adjustment to a learning program is needed because of a disability, learning or language difficulty	Individual Learning Plan Student Support Group (SSG) minutes

2. *Health and wellbeing-related exceptions*

Dated: October 2021

Person Responsible: Assistant Principal – Engagement and Wellbeing

Endorsed by Principal: October 2021

Endorsed by College Council: Not required

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

3. *Exceptions relating to managing risk when students are offsite*

Specific exception	Documentation required
Students on excursions	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

Enforcement of policy

Students are required to abide by this policy at all times. Failure to do so, may result in any or all of the following:

- Warning by teacher to place mobile phone in locker, with this warning documented on Compass
- Phone call home to parent/carers explaining breach of policy
- Ban on bringing phone to school
- Withdrawal of privileges, such as excursions, extra-curricular activities, school sport, etc
- Recess or lunchtime detention
- Suspension, when there has been repeated refusal to comply with reasonable requests of staff members.

At times when use is permitted (such as before or after school), students must not use their mobile phone or smart watch to:

- send inappropriate, harassing or threatening messages or phone calls
- engage in inappropriate social media use including cyber bullying
- capture video or images of people, including students, teachers and members of the college community without their permission
- capture video or images within the school toilets, changing rooms and gym.

Students who use their mobile phone or smart watch inappropriately at school may be issued with consequences consistent with our school's *Student Engagement and Inclusion* and/or *Bullying* policies.

In some circumstances, students' mobile phones or smart watches may be confiscated and stored securely in the Finance Office until they can be collected by a parent/carer.

Dated: October 2021

Person Responsible: Assistant Principal – Engagement and Wellbeing

Endorsed by Principal: October 2021

Endorsed by College Council: Not required

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Secure storage and Insurance

Mobile phones and smart watches owned by students at Bendigo Senior 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 these devices to school unless there is a compelling reason to do so. Please note that the Bendigo Senior 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 mobile phones and smart watches that may be brought to the college. Students are responsible for items brought to the college.

Where a student brings a mobile phone to the college, Bendigo Senior Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Bendigo Senior Secondary College, students are required to store their mobile phones in their individual locker or in a day locker.

Camps and excursions

In most circumstances, students will not be allowed to bring their mobile phones on overnight school camps. Bendigo Senior Secondary College will provide students and their parents/carers with information about items that can be brought to special activities and events, including mobile phones and smart watches.

Related policies and resources

- [BSSC Bullying Prevention policy](#)
- School Policy and Advisory Guide: [Students Using Mobile Phones](#)

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Person Responsible: Assistant Principal – Engagement and Wellbeing

Endorsed by Principal: October 2021

Endorsed by College Council: Not required

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