mentone girls' secondary college

MOBILE PHONES & PERSONAL ELECTRONIC DEVICES POLICY

Help for non-English speakers

If you need help to understand this policy, please contact the General Office on 9581 5200 or via email on mentone.girls.sc@education.vic.gov.au .

PURPOSE

This policy explains our requirements and expectations relating to the student use of personal electronic devices during school hours and school activities outside school hours, in accordance with:

- the department's Mobile Phones and Personal Electronic Devices – Student Use Ministerial Policy
- the department's Smart Glasses and Covert Filming Devices Ministerial Policy
- Ministerial Order No. 1515 – Personal Electronic Devices in Victorian schools
- the *Education and Training Reform Act 2006.*

SCOPE

This policy applies to:

1. all students at Mentone Girls' Secondary College and,
2. students' mobile phones, smart glasses, wearable devices, personal audio devices and extends to any electronic device, including both permitted and not permitted devices regardless of whether the device is owned by the student, the school or another party.

DEFINITIONS

Assistive hearing device means a device manufactured for the primary purpose of assisting a person with a hearing impairment to hear, including hearing aids, cochlear implants, external sound processors and remote microphones designed for use with hearing aids or cochlear implants.

Mobile phone means a telephone with the capacity to connect to cellular telecommunication systems.

Personal audio device means wired or wireless headphones, earphones or headsets.

School hours means the hours within which a student is expected to attend the school at which they are enrolled.

Smart glasses means a device that is designed to be worn as spectacles and has the capability to send, receive, store, record or process digital information.

Wearable device means a device that is designed to be worn on the body and that has the capability to send, receive, store, record or process digital information, including a smartwatch, but does not include an assistive hearing device, a surgically implanted medical device, or smart glasses.

Permitted device means an electronic device that students are authorised by the school to use for educational, medical, accessibility or other approved purposes, in accordance with school policies and staff instructions. This may include school-approved laptops, tablets and assistive technology. Permission to use a device may be limited to specific activities, locations or times.

Non-permitted device means an electronic device that students are not authorised to use during school hours or specified school activities, unless an exemption or explicit permission has been granted. This includes devices prohibited under the school's mobile phone and electronic device policies, or devices being used without staff authorisation.

Personal electronic device means any electronic device used or carried by a student, including mobile phones, smart glasses, wearable devices, personal audio devices, laptops, tablets and other devices capable of storing, recording, transmitting or processing digital information, whether permitted or non-permitted by the school.

POLICY

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

At Mentone Girls' Secondary College, the following requirements apply to students' personal electronic devices:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their lockers during school hours. This applies to any time the students are on school grounds.
- Wearable devices must have notifications, cellular connection and recording functions turned off during school hours
- Personal audio devices must not be used during school hours.

Smart glasses must not be worn or used on school premises or at any school organised activity or event. This includes school organised activities that occur outside school hours or offsite. If they are brought to school or to a school activity, they must be switched off and stored securely.

Other covert filming devices must not be used on school premises or at any school organised activity or event.

During school hours, Mentone Girls' Secondary College will provide secure storage for mobile phones and smart glasses, if they are brought to school. At Mentone Girls' Secondary College students are required to store their phones in their locker and secure it using the lock provided. Smart glasses should not be brought to school, if they are they must be taken to the Sub school or General office where they will be stored.

Exemptions to this policy may be granted if certain conditions are met (see below for further information).

When emergencies occur, parents or carers should contact their child by calling the school's office.

Secure storage of mobile phones and smart glasses

Personal electronic devices owned by students or their parents/carers are brought to school at the owner's risk. Students should not bring smart glasses to school unless they have been granted an exemption as a reasonable adjustment for disability. Students are encouraged not to bring mobile phones to school unless there is a compelling reason to do so.

Our 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 smart glasses to school, our school will provide secure storage during school hours. Secure storage is storage that cannot be readily accessed by those without permission to do so. During school hours, students are required to store their phones in their locker and secure it using the lock provided. Smart glasses are not permitted to be brought to school unless an exemption applies. If smart glasses are brought to school, they must be handed in to the relevant Sub-School Office or the General Office, unless an exemption applies.

During school activities that occur outside school hours, students should not bring smart glasses. Where students bring these devices, they must be switched off and securely stored in a way that restricts access to them. Mentone Girls' Secondary College will inform students how they must store these devices if brought to these activities.

Enforcement and inappropriate use of personal electronic devices

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

1. Phone confiscated and stored until the end of the school day in First Aid.

2. Phone confiscated and held by a Principal class member of staff until collected by the student's parent/guardian.

3. Disciplinary measures i.e. detention, suspension

Inappropriate use of a mobile phone includes using it, failing to have it switched off, or failing to store it securely during school hours, unless an exemption has been granted.

Inappropriate use of smart glasses includes bringing them to school or to a school activity, wearing or using them on school premises or at any school-organised event or activity, unless an exemption has been granted.

Inappropriate use of a wearable device occurs when notifications, cellular connection or recording functions are enabled or used during school hours, unless an exemption has been granted.

Inappropriate use of a personal audio device is any use during school hours unless a specific use is permitted by this policy or an exemption has been granted.

The following inappropriate uses of any personal electronic device are considered serious breaches of this policy:

Inappropriate use of any personal electronic device includes use:

- that disrupts the learning of others
- to send messages or make phone calls that are inappropriate, harassing or threatening
- to engage in inappropriate social media use, including cyberbullying
- to capture audio, video or images of people, including students, teachers and members of the school community, without their knowledge or permission
- to capture audio, video or images in toilets, change rooms, swimming pools or gyms
- to gain an unfair advantage during exams and assessments.

The consequence for the serious inappropriate uses listed immediately above may be a suspension, where the behaviour meets the grounds for suspension under Department of Education policy

Exemptions

Exemptions to restrictions on personal electronic devices other than smart glasses may be granted to individual students or groups of students by the principal or a teacher, in accordance with this policy, under the following three exemption categories:

- to support student learning, for example:
    - specific learning activities
    - reasonable adjustments because of a disability and/or learning need
- to support student health and wellbeing, for example:
    - students with a health condition
    - students who are young carers
- to manage risks to students relating to participation in offsite activities, for example:
    - travel to and from excursions and camps
    - activities not on school grounds and unsupervised
    - during inter-school or inter-campus travel.

A teacher may grant exemptions for devices other than smart glasses, in accordance with this policy and the direction of the principal.

Where an exemption is granted, the student may only use the personal electronic device for the specific purpose outlined in the exemption.

All exemptions will be documented in writing. Exemption documentation will include details about:

- the student or group of students to whom the exemption applies
- the basis for the exemption
- the period for which it applies
- any limitations or conditions.

The principal or teacher granting the exemption decides where these details are recorded based on the type of exemption and the needs of the student or group of students. This ensures details are recorded in the appropriate place, for example in:

- Individual Education Plans
- camp or excursion planning documents
- Student Health Support Plans
- a student's administrative record.

Exemptions that do not disclose student health or disability information may also be recorded in:

- lesson plans
- units of work.

Exemptions for smart glasses

An exemption for smart glasses can only be granted by the principal, and will only be granted:

- where their use is a reasonable adjustment for a student with disability, for example, a student with vision impairment, and
- the adjustment cannot be reasonably provided by another device or approach.

Any exemption will be limited to the functions and circumstances required for the adjustment. Before granting an exemption, the school will follow the department's protocols for smart glasses outlined in the Mobile Phones and Personal Electronic Devices – Student Use policy and the Smart Glasses and Covert Filming Devices policy. If an exemption is granted, a privacy notice must be issued before the smart glasses are used.

Camps and excursions

The policy restrictions on all personal electronic devices continue to apply during school hours when students are on excursions or camps, unless an exemption is granted.

The policy restrictions on smart glasses apply for the entirety of any camp or excursion.

In addition to the other requirements outlined in this policy:

- students must not bring mobile phones to school camps or excursions, including those outside school hours, unless an exemption has been approved by the school.
- if students are permitted to bring a mobile phone for a particular camp or excursion, the school will advise students and parents/carers in advance.

Exclusions

This policy does not apply to:

- travelling to and from school
- assistive hearing devices (including hearing aids and cochlear implants).

For mobile phones, wearable devices and personal audio devices, this policy does not apply to events outside school hours, except as set out in the 'Camps and excursions' section. For smart glasses, the requirements remain in place for all school organised events and activities, including those outside school hours.

A student undertaking workplace or curriculum-related offsite learning activities managed by an external provider, for example, work experience, a VET course or offsite VCE studies, must comply with any policies of the provider or employer responsible for the activity. While undertaking these activities, they do not need to comply with the personal electronic devices policy of Example School.

COMMUNICATION

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

- Available on our school's website
- Annual communication to school community
- Included in staff handbook/manual
- Included in staff induction processes and staff training
- Included in school newsletter
- 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

- Mentone Girls' Secondary College relevant policies are:
  - Schools' Privacy Policy
  - Child Safety Wellbeing Policy
  - Bullying Prevention Policy
  - Student Wellbeing and Engagement Policy
- Mobile Phones and Personal Electronic Devices - Student Use
- Smart Glasses and Covert Filming Devices
- Weapons — Banning, Searching and Seizing Harmful Items
- Claims for Property Damage and Medical Expenses

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2026
Consultation	Principal
Approved by	Principal
Next scheduled review date	November 2029