

Lalor Secondary College  
118 David Street Lalor 3075  
PO Box 1015 Lalor 3075  
Telephone 9463 7300  
Email: [lalor.sc@education.vic.gov.au](mailto:lalor.sc@education.vic.gov.au)



## LALOR SECONDARY COLLEGE

# Mobile Phones Student Use Policy

### AIM

To provide clear guidelines around the acceptable use of mobile phones and personal mobile devices.

*Date ratified by School Council: 26<sup>th</sup> June 2025*  
*Review date: May 2028*

# MOBILE PHONES – STUDENT USE



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the general office on ph 9463 7300

## Purpose

To explain to our school community the Department's and Lalor 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:

1. All students at Lalor Secondary College and,
2. Students' personal mobile phones and all 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 devices" are defined as being any devices, which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video. This includes but is not limited to: tablets, smart watches, iPods, wireless headphones and speakers.

## Policy

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

At Lalor Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their locker with a school-approved lock during school hours, from 8:30 am to 3:00 pm.
- 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 must not be used at Lalor Secondary College during school hours of 8.30am and 3pm, 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 devices owned by students at Lalor 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 Lalor 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, Lalor Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Lalor Secondary College students are required to store their phones in their lockers with a school approved lock.

## Enforcement

### Student behavioural expectations

Students who use their personal mobile phones and/or digital devices inappropriately at Lalor Secondary College, may be issued with consequences consistent with our school's existing Student Code of Behaviour and the guidelines in this policy.

At Lalor Secondary College inappropriate use of mobile phones and personal devices is **any use during school hours**, unless an exception has been granted, and particularly the 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

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content, using a mobile phone during school hours), Lalor Secondary College will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

## School Processes

These guidelines are for the operational use of all mobile phones and personal mobile devices.

Mobile phones, wearable smart watches, ear buds, wireless headphones and bluetooth speakers are banned devices.

1. As per the state wide mobile phone ban, mobile phones are not be used at school under any circumstances and will be managed according to 'Breach of guidelines' below and the Student Code of Behaviour
2. The sending and receiving of text messages or phone calls is banned. Students are not to have their phones to make or answer incoming phone calls from 8.30am of a school day until students are dismissed at the end of the school day. Smart watches with the same capability are also banned.
3. Mobile devices must not be taken into any examination room or test, in line with VCAA policy.
4. Students who become unwell during the day must not use their mobile phone to contact their parents/guardians to collect them. Students should follow the correct procedure of visiting the general office or student manager who will make the necessary arrangements.

## Breach of Guidelines

### Use of a Mobile Phone or Mobile Devices without Teacher Permission

**1<sup>st</sup> Breach of Rules** – Device is confiscated by classroom teacher and given to the general office for collection by the student at the end of the day. This must be recorded on Compass by the classroom teacher.

**2<sup>nd</sup> Breach of Rules** – Device is confiscated and placed at the general office for collection by a parent. The teacher must inform the Assistant Principal, Sub-School leader and relevant student manager immediately. An afterschool detention will be issued to the student. This will be recorded on Compass by the member of the student management team issuing the detention.

**3<sup>rd</sup> and subsequent Breach of Rules** – Device is confiscated and placed at the general office for collection by a parent. The teacher must inform the Assistant Principal, Sub-School leader and relevant student manager immediately. Two after school detentions will be issued to the student. This will be recorded on Compass by the member of the student management team issuing the detention.

**4<sup>th</sup> and Subsequent Breach of Rules** - Device is confiscated and placed at the general office for collection by a parent. The teacher must inform the Assistant Principal, Sub-School leader and relevant student manager immediately. A Friday afternoon Principal detention or suspension will be issued to the student. This will be recorded on Compass by the member of the student management team issuing the detention.

If a student refuses to hand over their device during any stage listed above the parent notified by the student managers and the student will be issued with a detention.

Repeated refusal to hand over a device will lead to further consequences.

**Any breach of the schools Privacy Policy through the recording of images without permission will be managed through the Student Code of Behaviour – level 3I.**

## 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 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. 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***

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 for the purpose for which it was granted.

## **Camps, Excursions and Extracurricular Activities**

Lalor 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 and mobile devices.

## **Exclusions**

This policy does not apply to

- Out-of-school-hours events or off site
- Travelling to and from school
- 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 and staff training
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## **Related Policies and Resources**

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