



**PRAHRAN
HIGH
SCHOOL**

MOBILE PHONE POLICY

PURPOSE

The use of mobile phones by students is banned in all Victorian Government Secondary Schools.

This purpose explains to our school community the Department's and Prahran High School's policy requirements and expectations relating to students using mobile phones during school hours.

SCOPE

This policy applies to:

1. All students at Prahran High School and,
2. Students' personal mobile phones brought onto school premises during school hours, including all break times during the day.

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 or have a similar functionality to a mobile phone such as "smart watches."

POLICY

Prahran High School understands that students may bring a personal mobile phone or wear a smart watch to school, particularly if they are travelling independently to and from school.

At Prahran High School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in their lockers, locked by a combination locks, during school hours
- Students must not have their mobile phone out or use their mobile phones during the school day, in any way.
- Smart watches should be disabled from receiving communications if they are to be worn, however we discourage them being worn during the school day.
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- In the event of a family emergency, parents or carers contact their child by phoning Reception on 9113 1000.

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 Prahran High School during school hours, including Transition, Recharge and Lunch break times, unless an exception has been granted. At Prahran High School mobile phones must not be in use any time when students are in the school building - before, during or after school. Where a student has been granted an exception, the student must only 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 smart watches owned by students at Prahran High School 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 or wear a smart watch to school unless there is a compelling reason to do so. Where students bring a mobile phone to school, Prahran High School provides secure storage by way of the students' lockers. Students are responsible for ensuring that their lockers are actually locked, all day. Some students will be required to hand their mobile phone to a teacher, generally if they are not adhering to these requirements. In both examples, the phone will be locked securely by the school.

Enforcement

Students who use their personal mobile phones inappropriately at Prahran High School will be issued with consequences consistent with our school's existing Student Wellbeing and Engagement, and Bullying policies.

At Prahran High School students are not to use their mobile phone at all whilst in the school building and during school hours (including after-school Clubs) 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

Should a student be found using their mobile phone inappropriately during the school day, staff will ask for the phone to be immediately given to them, to be collected at the end of the school day from their Year Level Coordinator or the Head of School. Students will then be required to undertake a short reflection task on their actions before the phone is returned to them. If a student is found to be using their mobile phone more than once in a term, a parent/carer will be required to collect the phone from the school office.

It is expected that students will follow this requirement immediately and without refusal. If a student refuses to follow a teacher's reasonable request/instruction, further consequences will follow.

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically
 - Health and wellbeing-related exceptions
 - Exceptions related to managing risk when students are offsite
- will only be granted by 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:

Learning Specific exception	Documentation
For specific learning activities (class-based exception)	The relevant Cycle of Learning
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Education Plan

Wellbeing/Inclusion Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

Travel 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 must only use the mobile phone for the purpose for which it was granted. NB: This policy does not apply to students as they travel to and from school. The mobile phone must not be used or be visible at school at any other time.

Camps, excursions and extracurricular activities

Generally, this policy will fully apply to all Prahran High School camps but the school will provide students and their parents and carers with specific information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

Headphones/Earbuds

With advances in technology, Air Pods and headphones are also capable of connecting students to phones which are not allowed in schools, and this undermines the Ministerial Order banning the use of phones by students in schools. We do acknowledge however that their use can support student learning in certain circumstances.

As such, headphones and ear buds/Air Pods are NOT to be used in Prahran High School, unless permission is granted by the teacher in a specific Learning Session. Headphones and ear buds can ONLY be used in conjunction with the students' laptop. They must not be connected to any other device.

If students are wearing ear buds/Air Pods/headphones and a teacher has not authorised their use, these will be confiscated and returned at the end of the day, following the same protocol as a mobile phone. Students may carry air pods/headphones in their pencil case to be used in a Learning Session, only once permission is granted by the teacher.

Students with an Individual Learning Plan or Complex Care Plan who may benefit from wearing headphones to reduce sensory input may wear headphones in accordance with their plan. These students will be provided with a pass which must be presented to staff if this item is visible.

Earbuds/Air Pods/headphones must not be used out of Learning Sessions, at Recharge or Lunchtime.

RELATED POLICIES AND RESOURCES

- PHS Student Wellbeing and Engagement and Bullying and Harassment policies
- [Mobile Phones – Department Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	2023
Approved by	Principal
Next scheduled review date	2025