

# MOBILE PHONE AND ELECTRONIC DEVICES POLICY

## PURPOSE

To explain to the Carrum Downs Secondary College's community our requirements, and expectations regarding the safe and appropriate use of personal mobile devices by students, at school or during school activities.

## SCOPE

This policy applies to:

1. All students at Carrum Downs Secondary College and,
2. All personal mobile and electronic devices that have not been approved by Carrum Downs Secondary College and a classroom teacher for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

## DEFINITIONS

**Personal mobile and electronic devices** are portable computing, communication and electronic devices such as smartphones, tablet computers, smart watches, **and earphones/headphones/AirPods**.

## POLICY

Carrum Downs Secondary College understands that students may bring a personal mobile or electronic device to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

Upon arriving at school students must place their mobile or personal devices in their locker where it will remain until the student leaves the school grounds at the end of the school day.

Students **are not** permitted to access their personal mobile devices at any time during the day, unless they have sought and been granted permission from a supervising teacher or have been granted an exemption to this Policy by the Principal.

Students will not require their mobile devices in class or on extra-curricular activities unless instructed by their teacher as part of the learning program.

Mobile phones will not be permitted in the senior study centre as students are able to utilise their laptop computer to support their learning.

### **Student Breaches of Mobile and Electronic Device Policy:**

Students who breach our policy in regards to the use of mobile phones and electronic devices will be issued with consequences consistent with our school's *Student Engagement Policy*. Breaches may occur in or out of the classroom environment and will be treated in a consistent manner at all times.

### **First breach:**

Student's device is confiscated by the teacher and placed in a named Mobile Phone envelope. This is then handed in to the nearest house leadership office where the House Leadership Team records the breach details on Compass and the Mobile Phone envelope and the device is sent to the front office. Students can collect their device from the front office at the end of the day from a Principal Class member.

### **Second breach:**

Student's device is confiscated by the teacher and placed in a named Mobile Phone envelope. This is then handed in to the nearest house leadership office where the House Leadership Team records the breach details on Compass and the Mobile Phone envelope and prints off a detention slip for the student. Device and detention slip are sent to the front office. Students can collect their device from the front office at the end of the day from a Principal Class member who will also hand the student their detention notice.

### **Third breach:**

Student's device is confiscated by the teacher and placed in a named Mobile Phone envelope. This is then handed in to the nearest house leadership office where the House Leadership Team records the breach details on Compass and the Mobile Phone envelope and prints off a detention slip for the student. As this is the third breach of the policy the student's parent/guardian will be contacted by the relevant house office and arrangements made for a student support group meeting. Students can collect their device from the front office at the end of the day from a Principal Class member who will also hand the student their detention notice.

### **Subsequent and continued breaches:**

Suspension for ongoing failure to follow instructions.

### **NOTE:**

If, on any occasion a student refuses to hand over their mobile phone or electronic device when requested by a staff member then the staff member will begin to implement the CDSC Student Engagement Policy.

Staff will inform the student that "This is your final opportunity to hand over your mobile device and if you refuse, this will be deemed as high level behaviour as you are repeatedly refusing to follow a teachers instructions".

Staff will wait for a short period of time (no more than one minute) to give the student the opportunity to comply.

If the student still refuses to comply to hand over their mobile device, staff will follow the High Level Behaviour process.

### **Exemptions**

There may be circumstances in which a student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, please contact your student's House Leadership team.

### **Insurance**

Students are responsible for their personal mobile device. Please note that Carrum Downs 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 personal mobile devices that may be brought to school. Students are responsible for items brought to school.

### **Camps and excursions**

Carrum Downs Secondary College will provide students and their parents and carers with information about items and devices that can be brought to camps, excursions, special activities and events.

### **Contacting students during school times**

We understand that emergencies occur during the school day and students need to be contacted. If you have an emergency we ask that you contact the front office or your child's house office and we will immediately find the student and take appropriate supporting action. For all other times that are not emergencies we ask for parent/guardian support in not contacting your child by mobile phone during the school day. If an emergency arises at school we will make immediate contact with you through the contact details that you have supplied to the college. Please ensure that your details are kept up to date and if there are any changes please contact the college or the house office to update this information.

### **Class changes and activities**

Our college is a dynamic environment with changes occurring each period and each day. We provide information in regards to changes, activities, messages and upcoming events through our Compass system which all students can access through their laptop netbook.

To further support students, all room changes and activities will be placed in each House at the beginning of each day and updated during the day as needed. Students can check this information during the day to ensure they know if there has been any classroom and/or teacher changes to their daily program.

## **COMMUNICATION**

This policy will be available on Carrum Downs Secondary College's website <https://cdsc.vic.edu.au/>, so that parents and other members of the school community can easily access information about Carrum Downs Secondary College's policies and procedures.

## **RELATED POLICIES AND RESOURCES**

- Acceptable use agreement for internet and digital technologies
- Student Engagement Policy
- DET Policy and Advisory Library: [Mobile Phones — Student Use Policy](#)

## **POLICY REVIEW AND APPROVAL**

|                            |                                         |
|----------------------------|-----------------------------------------|
| Policy last reviewed       | September 2025                          |
| Consultation               | School Council Meeting – September 2025 |
| Approved by                | School Council / Principal              |
| Next scheduled review date | September 2029                          |