

Mobile Phones - Student Use

Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the front administrative office on 9744 0500.

PURPOSE

To explain to our school community the Education Department and the Sunbury Downs College policy requirements and expectations relating to students using mobile phones, smartwatches and airpods/headphones during school hours.

SCOPE

This policy applies to:

1. All students at Sunbury Downs College and,
2. Students' personal mobile phones, smartwatches and airpods/headphones 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 phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone. This can include but is not limited to mobile phones, smart watches and tablets.

POLICY

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

At Sunbury Downs College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours either in their lockers or at the Front Office where they will be placed in a lockable container
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents/carers should reach their child by calling the school's office.

VCE / VCE - VOCATIONAL MAJOR / VETIS ASSESSMENT TASKS

Students accessing or suspected of using an electronic device during an Assessment Task are required to surrender the electronic devices for investigation. The College will confiscate any electronic device and complete a thorough investigation into alleged breaches of rules. Sunbury Downs College will inspect the device with the consent of the student. Alternatively, if the student is interviewed by



Mobile Phones - Student Use

Policy

Sunbury Downs College, the device may be inspected in the presence of the student, with the student's consent. Electronic devices are inspected to check whether the device contains material or activity that indicates it was used to cheat during an Assessment Task. If no suspicious material exists, the device can be returned to the student. Students are required by the rules to cooperate with investigations. A student who chooses to withhold consent for an inspection of their phone or electronic device will then be treated as per a breach of rules.

Personal mobile phone use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education; **personal mobile phones are not to be used at Sunbury Downs College during the school day. Students must not have mobile phones in their possession at any time; this includes devices being visible, carried on the student's person (including in pockets), or stored within personal belongings such as pencil cases or lunch boxes. This requirement applies for the full duration of the school day, defined as 9:00am to 3:15pm, including recess and lunchtime, and extends to any period of after-school detention, unless an exemption has been formally approved by the College.**

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 owned by students at Sunbury Downs 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 Sunbury Downs 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 Sunbury Downs College's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Sunbury Downs College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Sunbury Downs College students are required to store their phones either in their lockers or hand them into the Front Office to be placed in a lockable container.

Enforcement

Students who use their personal mobile phones inappropriately at Sunbury Downs College may be issued with consequences consistent with our school's existing student engagement policies *e.g. Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.



Mobile Phones - Student Use

Policy

At Sunbury Downs College inappropriate use of mobile phones is **any use during school hours**, 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.

In circumstances where a student needs to contact a parent/carer or address matters related to part-time employment, the student must attend their relevant Sub-School Office and either: (i) use the telephone provided; or (ii) seek permission to retrieve their mobile phone from their locker for use under staff supervision within the Sub-School Office.

Any student using their phone whilst at school will have their phone confiscated and it can be collected from the Front Office at the end of the school day. **Students who incur two (2) mobile phone infringements within a single term will be issued a lunchtime detention. A third (3) infringement will result in a Coordinator's Detention. Upon a fourth (4) infringement within the same term, a Coordinator's Detention will be issued, and a Phone Management Plan will be enacted, under which the student will be required to hand in their mobile phone to the Sub-School Office for a designated period.** It is the student's responsibility to comply with the Phone Policy and other College/Department of Education policies in relation to prohibited items. The College may issue students with a consequence in relation to continued breaches in accordance with the Sunbury Downs College Engagement and Wellbeing Policy.

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:



Mobile Phones - Student Use

Policy

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
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

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

Sunbury Downs 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.

Mobile Phones - Student Use

Policy

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Laptop computers and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience.

COMMUNICATION

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

- Available publicly on our school's website
- 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

- *Student Wellbeing and Engagement*
- *Code of Conduct*
- *Personal Property*
- *Bullying Prevention*
- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2026
Consultation	School Council, Student Management Team & Ed-Sub Committee
Approved by	Principal and School Council – 18 June 2026
Next scheduled review date	May 2029