



Manor Lakes P-12
College

POLICY

Mobile Devices

Ratified: 21st March 2024



Purpose

To explain to our school community the Department's and Manor Lakes P-12 College policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

Scope

This policy applies to:

- All students at Manor Lakes P-12 College and,
- Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

Definitions

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 and tablets.**

Policy

Manor lakes P-12 College understands that students may bring a personal mobile phone/device to school, particularly if they are travelling independently to and from school.

At Manor Lakes P-12 College:

- Students who choose to bring mobile phones/devices to school must have them switched off and securely stored during school hours (please see secure storage).
- 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/device use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones/devices must not be used at Manor Lakes P-12 College during school hours, including lunchtime and recess, unless an exception has been granted.

Only a member of the Principal team, or the Principal's delegate may grant an exception. Where an exception has been made, the student must use their mobile phone/device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile devices owned by students at Manor Lakes P-12 College are considered valuable items and are brought to school at the owner's (student's or parent/carers) risk. Students are encouraged not to bring a mobile phone/device to school unless there is a compelling reason to do so. Please note that Manor Lakes P-12 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/device to school, Manor Lakes P-12 College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Manor Lakes P-12 College, students are required to:

- a) hand their phones to their homegroup teacher to be placed in a lockable cupboard (Primary)
 - b) secure their phones inside their personal Yondr pouch at all times between 8:45am - 3pm (Secondary)
- or**
- c) hand their phones/devices into the school administration office at Burley Griffin or Victoria to be placed in a lockable cupboard.

Enforcement

Students who use their personal mobile phones/devices inappropriately at Manor Lakes P-12 College may be issued with consequences consistent with our school's existing wellbeing policies.

At Manor Lakes P-12 College inappropriate use of mobile phones/devices is **any use during school hours**, unless an exception has been granted, and particularly the use of a mobile phone or device:

- that 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 or recordings, including students, teachers and members of the school community without their permission
- to capture video, images or recordings in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments

Actions for mobile phone/device use during school hours

If at any time an unapproved device is sighted by staff during school hours and an exemption has **not** been granted the following process will be enacted:

1. The student will hand the phone to the staff member who sighted the unauthorised use.
2. The staff member will take it to:
 - a) the Primary Principal's office (Primary),

or

 - b) the Victoria Administration office (Secondary).
3. If teaching, the staff member may call the Student Manager on Duty (Secondary) or a member of PCT in (Primary) to assist with taking the phone to the relevant office.
4. If the student refuses, the staff member will call the Student Manager on Duty (Secondary) or a member of PCT in (Primary) to assist. Parents will be contacted to support the school with the Department of Education and school council approved policies and procedures.
5. At the relevant office, office staff will put the phone in a labeled envelope/zip lock bag to be stored in a locked cupboard.
6. A compass chronicle will be made by the staff member that confiscated the phone which details that the school has possession of the device.
7. An SMS and email will be sent to parents which outlines the options for returning the phone after school.



8. If a student refuses to hand the phone over for unauthorised use during recess or lunchtime the staff member will report to the Head of School or Principal team member. Further consequences may apply for refusal to comply with staff instruction.
9. Parents will be encouraged to collect the device from the relevant administration building OR to make contact with a Head of School or Principal Team member to give verbal permission for the device to be handed back to the student at the end of the school day. The later option will be at the discretion of the Principal team.
10. If a student needs the phone for travel home from school, and parents have not made contact with the school, the student must request for a Head of School or Principal Team member to contact home to discuss options available.
11. If contact cannot be made, parents or carers can contact the school the following day to organise collection.

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.
- must be granted by a member of the Principal team or the Principal’s delegate, in collaboration with 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 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



Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation
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Where an exception is granted, the student can only use the mobile phone/device for the purpose for which it was granted.

Camps, excursions and extra-curricular activities

Manor Lakes P-12 College will provide students and their parents/carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones/devices.

Exclusions

This policy does not apply to:

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET at an off site location

Communication

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

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions as required
- Hard copy available from school administration upon request.

Further Information and Resources

This policy should be read in conjunction with the following Department policies and guidelines:

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

Policy Review and Approval

Policy last reviewed	1st December 2025
Approved by	Tori Mulligan, Principal
Next scheduled review date	1st December 2029