
Mobile Phone Policy

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<i>Author</i>	Justin Hird
<i>Date to be reviewed</i>	February 2028
<i>To be reviewed by</i>	Principal
<i>References</i>	Victorian Government Schools Reference Guide
<i>Approved by</i>	School Council
<i>Date</i>	27 January 2026

Signature



Purpose

To explain to our school community the Department's and Castlemaine Secondary College's policy requirements and expectations relating to students' use of mobile phones during school hours.

Scope

This policy applies to:

- All students at Castlemaine Secondary College, and
- Students' personal mobile phones 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, this also includes wearable devices with communication functions (e.g. smartwatches capable of sending/receiving calls or messages).

Policy

Castlemaine Secondary College recognises that some students may bring a mobile phone to school, particularly if they travel independently.

Students who bring mobile phones must have them switched off and securely stored in their lockers during school hours. Lockers are located in each Sub-School Building; students must supply their own lock. Exceptions may apply only in accordance with Department policy and College approval processes (see below). In emergencies, parents or carers should contact the College Reception.

Personal Mobile Phone Use

In accordance with the Department's Mobile Phones – Student Use Policy, personal mobile phones must not be used during school hours — including recess and lunchtime — unless an exception has been granted. Students are not permitted to make mobile phone payments at the school canteen.

Secure Storage

Mobile phones are considered valuable items and are brought at the owner's (student or parent/carer's) risk. Castlemaine Secondary College does not have insurance for accidental damage or theft. Families are encouraged to obtain their own insurance for valuable personal items.

Phones must be stored securely in the student's locked locker for the duration of the school day.

Support from families

Parents and carers play a crucial role in supporting the college to successfully implement this policy. Parents and carers are encouraged to restrict their child's mobile phone access during school hours by using phone applications that prevent usage during class time.

Application of the policy

Students who use mobile phones and smart watches during school hours, will be subject to consequences consistent with CSC's Student Wellbeing and Engagement Policy and Bullying Prevention Policy.

Examples of misuse include:

- Using or possessing a phone during class or break time without exemption.
- Disrupting learning or engaging in social media use.
- Recording or photographing students or staff without consent.
- Recording in toilets, change rooms, or private spaces.
- Using phones during exams, assessments, or assemblies.
- Playing music or using Bluetooth devices (AirPods, headphones, etc.) connected to phones during school hours.

Headphones connected to laptops may only be used during class time with teacher permission. They are not permitted at recess or lunch. If a student is seen wearing wireless headphones, they will be deemed as using their phone and consequences will be followed as per below.

Consequences

First incident

Incident is recorded on Compass by the reporting teacher, an automated message is sent to the family informing them of the incident. A follow-up call to the families will be made by the Year Level Leader or Sub-School Leader.

Second incident & sub-sequent offences

Students will receive a one-day external suspension.

Exceptions

Exceptions may be approved by the Principal or Assistant Principal under the following categories, consistent with Department policy:

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	Supporting documentation from health professional and Individual Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Supporting documentation from health professional eg; 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

Camps, Excursions and Extracurricular Activities

CSC will inform students and parents of items that can or cannot be brought on camps, excursions, or special events — including personal mobile phones — prior to departure.

Exclusions

This policy does not apply to:

- Out-of-school-hours events
- Travelling to and from school
- iPads and other learning devices
- Students undertaking workplace learning or VET placements

Communication

This policy will be communicated to our community through:

- CSC website and Compass portal
- Inclusion in staff induction and annual briefings
- Parent information sessions and enrolment packs
- Inclusion in student handbooks
- Newsletter reminders
- Hard copy available at Reception on request

Related Policies and Resources

- CSC Student Wellbeing and Engagement Policy
- CSC Code of Conduct
- CSC Bullying Prevention Policy
- Department's Mobile Phones – Student Use Policy
- Claims for Property Damage and Medical Expenses Policy (DET)
- Weapons – Banning, Searching and Seizing Harmful Items Policy (DET)

Policy Review and Approval

Policy last reviewed	27 January 2026
Consultation	Staff, Parents and School Council
Approved by	Principal
Next review date	February 2027