



Help for non-English speakers

If you need help to understand the information in this policy, please contact Craigieburn Secondary College on 9308 1144.

PURPOSE

To explain to our school community the Department's and Craigieburn Secondary College's policy requirements and expectations relating to students using mobile phones and other smart devices during school hours.

SCOPE

This policy applies to:

1. All students at Craigieburn Secondary College and,
2. Students' personal mobile phones and other smart devices brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

A mobile phone/other smart device has access to a cellular (telecommunication) system, with or without a physical connection to a network.

POLICY

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

At Craigieburn Secondary College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored once a student has entered the school grounds as stated in the Craigieburn Secondary College Student Planner. Students may store their device at either the year level office or in their locker at their own risk
- 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.



Mobile Phones

Personal mobile phone use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Craigieburn Secondary College once a student has entered the school grounds, including lunchtime and recess, unless an exception has been granted by the principal.

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 and other smart devices owned by students at Craigieburn Secondary 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 Craigieburn Secondary 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 Craigieburn Secondary 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, Craigieburn Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Craigieburn Secondary College students are required to store their phones at the year level office or in the individual secured student lockers that are provided by the College with a combination lock. It is the students' responsibility to ensure the combination of the lock remains confidential.

Enforcement

Students who use their personal mobile phones inappropriately at Craigieburn Secondary College may be issued with consequences consistent with our school's mobile phone Staged Response (confiscation) processes.

At Craigieburn Secondary College inappropriate use of mobile phones is **any use on school grounds** 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

Exceptions

Exceptions to the policy:

Ratified by School Council: November 19, 2025

Review Date: November 2029



Mobile Phones

- 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.
- are granted only by the principal, or delegate, 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, Education Committee Proposal
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 outlines explicit use of mobile devices for each excursion
Students on excursions and camps	Risk assessment planning documentation outlines explicit use of mobile devices for each excursion



Mobile Phones

When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation outlines explicit use of mobile devices for each excursion
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation outlines explicit use of mobile devices for each excursion

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

Craigieburn Secondary 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.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- 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 (or insert other online parent/carers/student communication method)
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- 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

- Parent/student Staged Response Booklet
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)
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POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2025
Consultation	Student representative groups, parent groups, School Council
Approved by	Principal
Next scheduled review date	October 2029