



## MOBILE PHONES – STUDENT USE



### Help for non-English speakers

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

### PURPOSE

To explain to our school community the Department's and Caulfield Junior College's policy requirements and expectations relating to students using mobile phones and smart-watches during school hours.

### SCOPE

This policy applies to:

1. All students at Caulfield Junior College and,
2. Students' personal mobile phones and smart watches 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 such as smart watches.

### POLICY

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

At Caulfield Junior College:

- Students who choose to bring mobile phones or smart watches to school must have them switched off and securely stored during school hours
- 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 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 Caulfield Junior College during school hours, including lunchtime and recess.



## Secure storage

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

Where students bring a mobile phone or smart watches to school, Caulfield Junior College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Caulfield Junior College students are required to store their phones in their school lockers or storage provided in classrooms.

## Enforcement

Students who use their personal mobile phones or smart watches inappropriately at Caulfield Junior College may be issued with consequences consistent with our school's existing student engagement policies.

At Caulfield Junior College inappropriate use of mobile phones is **any use during school hours**, 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

## Camps, excursions and extracurricular activities

Caulfield Junior 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 Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school



# CAULFIELD JUNIOR COLLEGE

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## COMMUNICATION

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

- Available publicly on our school's website and Compass
- Included in staff induction processes and staff training
- Included in school newsletter
- Discussed at school assemblies
- Discussed at parent information nights/sessions

## RELATED POLICIES AND RESOURCES

- [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	2025
Approved by	Principal
Next scheduled review date	2028