

Electronic Device (Mobile Phones*) – Student Use Policy



Help for non-English speakers If you need help to understand the information in this policy, please contact the College on 8762 6839.

PURPOSE

To explain to our school community the Department and Fountain Gate Secondary College's policy requirements and expectations relating to students using mobile phones, music players, wireless headphones and non-laptop internet-connected devices during school hours.

SCOPE

This policy applies to:

1. All students at Fountain Gate Secondary College and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours.

DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

A personal music player is a device that plays music via headphones or portable speakers.

Personal mobile devices - eg iPad, Music Players, Internet Connected Devices e.g. Watches.

Wireless headphones - Headphones that connect to computers, phones or Bluetooth enabled devices. **During school hours** - From when students arrive on school grounds until they leave school grounds.

POLICY

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

At Fountain Gate Secondary College:

- Students who choose to bring mobile phones, personal music players, personal mobile devices and wireless headphones to school must have them switched off and securely stored during school hours including recess and lunchtime.
- 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 on 8762 6839.

Personal mobile phone use

* Title and location change July 2025 to encompass intent of policy

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Fountain Gate Secondary College during school hours, including lunchtime and recess, unless an exception has been granted.

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 personal mobile devices owned by students at Fountain Gate 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 Fountain Gate 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 Fountain Gate Secondary College's Personal Property Policy.

Where students bring a mobile phone and other personal mobile devices to school, Fountain Gate Secondary College will provide secure storage in the form of an allocated locker. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Fountain Gate Secondary College students are required to store their turned off phones in either;

- in their assigned locker, locked using a high quality combination or pad lock supplied by the parents/carers; or
- handed into the school administration office before period one to be placed in a lockable cupboard and collected at the end of the school day; or
- if students have temporary issues with the security of their locker, they may hand the phone into the school administration office for safekeeping.

Enforcement

At Fountain Gate Secondary College, inappropriate use of mobile phones and other personal mobile devices is

any use during school hours, unless an exception has been granted.

First Occurrence – If the phone/device is on the student's person, it will be confiscated and students will be able to collect it from the year level hub at the conclusion of the school day, 3:00 pm.

Second Occurrence – the phone/device will be confiscated and students will be able to collect it from the year level hub at the conclusion of the school day, 3:00 pm. Parents will be contacted to inform of this policy breach. It will be compulsory for the student to sign in and sign out phone/device at the year level hub each day for a period of two weeks. If phone/device is not handed in before 8:45am, parent will be contacted and informed that the student is not to be onsite.

Third Occurrence – the phone/device will be confiscated and students will be able to collect it from the year level hub at the conclusion of the school day, 3:00 pm. It will be compulsory for the student to sign in and sign out phone/device at the year level hub each day until the end of the term. If phone/device is not handed in before 8:45am, parent will be contacted and informed that the student is not to be onsite.

End of the Day Offence - student to be followed up the next school day following the steps above.

Exceptions

Exceptions to the policy may be granted by the Principal during school hours if related to managing risk

when students are offsite:

- Travelling to and from excursions
- Students on excursions and camps
- When students are offsite (not on school grounds) and unsupervised with parental permission
- Students with a dual enrolment or who need to undertake intercampus travel

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

At Fountain Gate Secondary 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

Camps, excursions and extracurricular activities

Fountain Gate 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 (subject to work place requirements), e.g. work experience
- Students who are undertaking VET (subject to RTO requirements)

Communication

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

- Available publicly on our school's website www.fountaingatesc.vic.edu.au
- 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

- School Policy: *Student Wellbeing and Engagement and Bullying, Discipline and Personal Property policies*

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | August 2022 July 2025 – Title and location change |
| Approved by | Principal |
| Next scheduled review date | August 2025 |

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