



# Cheltenham Secondary College

Policy	<b>Personal Mobile Devices</b>
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Approved by School Council	<b>March 2025</b>
Date to be reviewed	<b>March 2028</b>
Endorsed by	<b>Karl Russell - Principal</b>

## Purpose

To explain to our school community Cheltenham Secondary College (SC) policy requirements and expectations regarding the safe and appropriate use of personal mobile devices by students, at school or during school activities.

## Scope

This policy applies to:

1. All students at Cheltenham SC and
2. All personal mobile devices that have not been approved by Cheltenham SC for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

## Definition

**Personal mobile devices** are portable computing and communication devices such as smartphones, tablet computers and smart watches.

## Policy

Cheltenham SC understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school.

During school hours, personal mobile devices must be switched off and locked securely in the student's locker.

### Personal mobile device use

Personal mobile devices must not be used:

- during class or assemblies or 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 gym
- during exams and assessments.

Students who use their personal mobile device inappropriately at school may be issued with consequences consistent with our school's Student Wellbeing and Engagement and/or Bullying policies.

In some circumstances, students' personal mobile devices may be confiscated and stored securely at the Assistant Principal's office. In these circumstances, the mobile device will usually be returned to the student with parent/coordinator approval or their parent/guardian at the end of the school day.

Students **are not** permitted access to devices at lunchtime and recess.

Students **are not** permitted to access their personal mobile devices during lunchtime or recess, unless they have sought and been granted permission from a supervising teacher or have been granted an exemption to this Policy by the Principal.

### **Exemptions**

There may be circumstances in which a student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, please contact Brooke Matthews, Assistant Principal.

### **Insurance**

Students are responsible for their personal mobile device. Please note that the Cheltenham SC does not have accident insurance for accidental property damage. Students and their parents/guardians are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school. Students are responsible for items brought to school.

### **Camps and excursions**

In most circumstances, students will not be allowed to bring their personal mobile devices on overnight school camps or excursions. Cheltenham SC will provide students and their parents/guardians with information about items that can be brought to special activities and events, including personal mobile device.