CORNER INLET
COLLEGE

MOBILE PHONES AND PERSONAL ELECTRONIC DEVICES POLICY

Purpose

This policy sets out Corner Inlet College's requirements and expectations for student use and storage of personal electronic devices during school hours and College activities. It supports a safe, respectful and focused learning environment and is intended to minimise distractions, protect privacy and promote positive relationships.

- Ministerial Order No. 1515 – Personal Electronic Devices in Victorian schools
- the Education and Training Reform Act 2006.

Scope

This policy applies to:

1. All students enrolled at Corner Inlet College; and
2. Students' mobile phones, smart glasses, wearable devices and personal audio devices.

Definitions

Assistive hearing device means a device manufactured for the primary purpose of assisting a person with a hearing impairment to hear, including hearing aids, cochlear implants, external sound processors and remote microphones designed for use with hearing aids or cochlear implants.

Mobile phone means a telephone with the capacity to connect to cellular telecommunication systems.

Personal audio device means wired or wireless headphones, earphones or headsets.

School hours means the hours within which a student is expected to attend the school at which they are enrolled.

Smart glasses means a device that is designed to be worn as spectacles and has the capability to send, receive, store, record or process digital information.

Wearable device means a device that is designed to be worn on the body and that has the capability to send, receive, store, record or process digital information, including a smartwatch, but does not include an assistive hearing device, a surgically implanted medical device, or smart glasses.

Policy

At Corner Inlet College, the following requirements apply during school hours:

- Mobile phones must be switched off and stored securely in the student's locker for the duration of the school day. Students must not access or use their phones during school hours, including recess and lunch, unless an exemption has been approved under this policy.

- Smart glasses must be switched off and stored securely in the student's locker during school hours. They must not be worn or used during learning or other College activities unless an exemption has been approved.
- Wearable devices, including smartwatches, must have notifications, cellular connections and recording functions turned off during school hours. Students must not use these devices to communicate, record or access information during the school day.
- Personal audio devices, including headphones and earphones, must not be used during school hours. This includes during class, independent work, breaks and transitions, unless an exemption has been approved under this policy.

Exemptions may be granted in limited circumstances in accordance with the requirements set out below.

If a parent or carer needs to contact a student during the school day, they should contact the College office. The office will pass on urgent messages and assist with communication where necessary. Students who need to contact home should seek permission and assistance from a staff member.

Storage of mobile phones and smart glasses

Personal electronic devices brought to the College are brought at the owner's risk. Students are encouraged to leave mobile phones and other non-essential personal electronic devices at home.

Corner Inlet College does not accept responsibility for accidental loss, damage or theft of personal electronic devices. Families are encouraged to consider appropriate insurance for valuable items.

Any mobile phone brought to the College must be switched off and placed in the student's locker before the commencement of the school day. It must remain stored and inaccessible to the student until the end of the school day. Smart glasses must also be switched off and stored securely in the student's locker. Students must not retrieve or use these devices during the school day without an approved exemption or staff direction in an emergency.

Enforcement and inappropriate use of personal electronic devices

A failure to comply with this policy will be addressed by staff and may result in a response under the College's Student Code of Conduct and behaviour management processes. Responses will be proportionate to the circumstances and may include a reminder or direction, confiscation of the device for safe-keeping until the end of the school day, parent/carer contact, and further consequences for repeated or serious breaches.

Inappropriate use of a mobile phone includes using it, failing to have it switched off, or failing to store it in a way that restricts access to it during school hours, unless an exemption has been granted.

Inappropriate use of smart glasses includes wearing or using them, failing to have them switched off, or failing to store them in a way that restricts access to them during school hours, unless an exemption has been granted.

Inappropriate use of a wearable device occurs when notifications, cellular connection or recording functions are enabled or used during school hours, unless an exemption has been granted.

Inappropriate use of a personal audio device is any use during school hours unless a specific use is permitted by this policy or an exemption has been granted.

Inappropriate use of any personal electronic device includes use:

- that disrupts the learning of others
- to send messages or make phone calls that are inappropriate, harassing or threatening
- to engage in inappropriate social media use, including cyberbullying
- to capture audio, video or images of people, including students, teachers and members of the school community, without their knowledge or permission
- to capture audio, video or images in toilets, change rooms, swimming pools or gyms
- to gain an unfair advantage during examinations, tests or other assessments;
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Exemptions

Exemptions to restrictions on personal electronic devices other than smart glasses may be granted to individual students or groups of students by the principal or a teacher, in accordance with this policy, under the following three exemption categories:

- to support student learning, for example:
    - specific learning activities
    - reasonable adjustments because of a disability and/or learning need
- to support student health and wellbeing, for example:
    - students with a health condition
    - students who are young carers
- to manage risks to students relating to participation in offsite activities, for example:
    - travel to and from excursions and camps
    - activities not on school grounds and unsupervised
    - during inter-school or inter-campus travel.

A teacher may grant exemptions for devices other than smart glasses, in accordance with this policy and the direction of the principal.

Where an exemption is granted, the student may only use the personal electronic device for the specific purpose outlined in the exemption.

Ministerial Order 1515 requires exemptions to be documented in writing, including:

- the student or group of students to whom the exemption applies;
- the basis on which the exemption has been granted;
- the period for which the exemption applies; and
- any limitations or conditions on the scope of the exemption.

For mobile phones, smart glasses and wearable devices, this documentation must be separate from the school's Mobile Phones and Personal Electronic Devices policy. Schools may document exemptions in records they ordinarily prepare; examples are provided below.

All exemptions will be documented in writing. Exemption documentation will include details about:

- the student or group of students to whom the exemption applies
- the basis for the exemption
- the period for which it applies
- any limitations or conditions.

The principal or teacher granting the exemption decides where these details are recorded based on the type of exemption and the needs of the student or group of students. This ensures details are recorded in the appropriate place, for example in:

- camp or excursion planning documents
- a student's administrative record.

Exemptions that do not disclose student health or disability information may also be recorded in:

- lesson plans
- units of work.

Exemptions for personal audio devices

At Corner Inlet College, personal audio devices are not to be used during school hours. A specific exemption may be approved by the Principal or a teacher acting under the Principal's direction where it is required to support a student's learning, health or wellbeing, or where a particular learning activity requires their use. Any permitted use will be limited to the approved purpose, activity and period.

Exemptions for smart glasses

An exemption for smart glasses can only be granted by the principal or their delegate and will only be granted:

- where their use is a reasonable adjustment for a student with disability, for example, a student with vision impairment, and
- the adjustment cannot be reasonably provided for by another device or approach.

Any exemption will be limited to the functions and circumstances required for the adjustment.

Camps and excursions

The restrictions in this policy continue to apply during school hours when students are participating in camps and excursions, unless an exemption has been granted.

In addition to the requirements that apply during school hours, Corner Inlet College expects students not to bring mobile phones on camps or excursions, including activities extending beyond school hours, unless the College has approved this in advance. Where a phone is approved for a particular activity, staff will explain when it may be accessed and how it must be stored at other times. Any approved use must follow staff directions and the expectations communicated for that activity.

- Students must not bring mobile phones to College camps or excursions, including those outside school hours, unless an exemption has been approved in advance by the College.
- If a student is permitted to bring a mobile phone for a particular camp or excursion, the College will advise students and parents/carers in advance of the arrangements and permitted access.

Exclusions

This policy does not apply to:

- Events outside school hours, except where this policy expressly applies, including as set out in the 'Camps and excursions' section;
- Travelling to and from the College;
- College-owned devices used under staff direction;
- Assistive hearing devices (including hearing aids and cochlear implants).

A student undertaking workplace or curriculum-related offsite learning activities managed by an external provider must comply with the relevant policies and directions of the provider or employer. Where the activity is managed by Corner Inlet College, this policy and any activity-specific directions communicated by the College continue to apply.

Communication

This policy will be communicated to the College community through:

- publication on the Corner Inlet College website;
- College communications to students and parents/carers;
- annual communication to the College community;
- inclusion in relevant staff handbooks and student information;
- staff induction and professional learning;
- College newsletters and community updates, as appropriate;
- Discussed at annual staff briefings/meetings
- transition and enrolment information;
- parent/carer information sessions; and
- a hard copy available from College administration on request.

Policy review and approval

Policy last reviewed	November 2026
Approved by	Principal
Next scheduled review date	November 2027