



Help for non-English speakers

If you need help to understand this policy, please contact reception on 9826 0711 or at mhs@mhs.vic.edu.au.

Purpose

To explain to our school community the Department's and Melbourne High School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices 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. For the purpose of this policy, 'mobile phone' refers to mobile phones and any device that may connect to or have a similar functionality and its accessories such as Bluetooth headphones.

Policy

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 Melbourne High School 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. Melbourne High School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Melbourne High School:

- Students who choose to bring mobile phones to school must have them switched off (or placed on silent) and store them securely upon arrival at school and until leaving school grounds having finished their last on-site activity.
- Students must not use mobile phones on school grounds (this is a 'gate to gate' policy); as soon as students enter school grounds their phones must be put away in a pocket or bag until they have been secured in their locker and at the end of the school day students must not use their phones until they have exited school grounds
- 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
- Students may not use their mobile phones to purchase food or other items from the canteen and must use either a physical card or cash to pay at the canteen.
- Students may not wear wired or Bluetooth headphones (such as airPods) during school hours unless specifically given permission by a teacher for class-related activities.

Secure Storage

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

Where students bring a mobile phone to school, Melbourne High School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Melbourne High School students are required to store their phones in their lockers.

Enforcement

Students who use their personal mobile phones inappropriately at Melbourne High School may be issued with consequences consistent with our school's existing student engagement policies [*Student Wellbeing and Engagement Policy* and/or *Code of Conduct* or *Bullying* policies.]

If a student is found in possession of a mobile phone, in breach of this policy, the following apply:

First Offence

- The student must immediately take the phone to Reception
- They must return to the teacher with a verification receipt confirming check-in
- An automatic letter will be sent to parents notifying them of the breach
- At the end of their final scheduled class or activity, the student may retrieve the device from Reception upon presentation of their ID card. Having collected their device, it is not to be used until leaving the school grounds
- If the phone is not handed into Reception within 10 minutes of instruction, the student will be considered in double breach of the policy and the consequences of a second offence will also apply.

Second Offence

If a student breaches this policy twice within a year:

- They must follow the same procedure as the first offence (phone handed into Reception immediately and letter sent home)
- In addition, the student will be required to hand in their phone at the start of each school day and collect it at the end of the day. This arrangement will remain in place for a period of three weeks.

At Melbourne High School 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

Exceptions

Exceptions to the policy will be granted by the Principal, an Assistant Principal, a Student Learning Coordinator or the Wellbeing Coordinator, in accordance with the Mobile Phone Policy. It may be applied during school hours if certain conditions are met, specifically:

- Health and wellbeing-related exceptions
- Exceptions related to managing risk when students are offsite
- Wearable devices (e.g.- smart watches) that are not being used as a mobile device as per the definition above
- Notebook computers and all other personal devices, where notifications and messaging applications are turned off



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)	Approval of supervising teacher
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	Approval of supervising teacher
Students on excursions and camps	Approval of supervising teacher
When students are offsite (not on school grounds) and unsupervised with parental permission	None

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

Melbourne High School will provide students and their parents/carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones. Students are not permitted to use mobile phones at the Millgrove Outdoor Education Centre and a breach of this may result in a suspension.

Approval and review

Created date	December 2025
Consultation	Student Learning Coordinators and Teachers
Approved by	Principal
Next review date	December 2028