

POLICY – October 2024



LILYDALE HEIGHTS
COLLEGE

Mobile Phones & Headphones

REVIEW 2027

Child Safe Standards

Victorian government schools are child safe environments. Lilydale Heights College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards.

PURPOSE

To explain to our school community the Department's and Lilydale Heights College policy requirements and expectations relating to students using mobile phones and headphones during school hours.

SCOPE

This policy applies to:

1. All students at Lilydale Height College and,
2. Students' personal mobile phones and headphones 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.

Headphones are any of the following devices; headphones, airpods, earbuds. It is a device that is designed to deliver audio information to one individual.

POLICY

Lilydale Heights College understands that students may bring a personal mobile phone and/or headphones to school, particularly if they are travelling independently to and from school.

At Lilydale Heights College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours. **This includes before school.**
- Students who choose to bring headphones to school must have them securely stored during school hours. This includes before school.
- 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 Policy* issued by the Minister for Education, personal mobile phones must not be used at Lilydale Heights College **during school hours and when on school grounds**, including lunchtime and recess, unless an exemption is 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.

PERSONAL HEADPHONE USE

Headphones are required to be kept out-of-sight and in a student's pocket, pencil case, laptop bag or anywhere else that is appropriate for safe storage. Headphones may only be used under the following circumstances:

- A designated study period (Year 11 & 12)
- When required by the class teacher for the delivery of curriculum within the class.

No student should be wearing headphones whilst teacher instruction is occurring or whilst the class, as a whole, is being addressed or they, individually, are being addressed.

To maintain an environment where people are able to communicate easily, headphones are not to be worn at any other time.

This includes recess and lunchtime.

SECURE STORAGE

Mobile phones and headphones owned by students at Lilydale Heights 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. Lilydale Heights 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.

Where students bring a mobile phone or headphones to school, Lilydale Heights College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Lilydale Heights College students are required to store their:

- mobile phones in their lockers at all times.
- Headphones in their lockers. Students may carry their headphones in their pocket, pencil case, laptop bag when requiring their headphones for one of the approved uses.

ENFORCEMENT

Students who use their personal mobile phones and/or headphones inappropriately at Lilydale Heights College may be issued with consequences consistent with our school's existing student engagement policies. A student who fails to comply with the policy will be instructed to hand their mobile phone/headphone into the office by staff. If the student refuses to hand over the items, they will be in breach of the Code of Conduct and appropriate disciplinary actions will be applied. After communication with a parent/guardian the mobile phone/headphone may be returned to the student.

Students who use their personal mobile phones inappropriately at Lilydale Heights College will receive **consequences** consistent with our school's existing *Student Wellbeing and Engagement and Code of Conduct Policy*.

EXCEPTIONS

Exceptions to the policy may be applied during school hours if certain conditions are met:

- Health and wellbeing related exemptions; and
- Exemptions related to managing risk when students are offsite.

Exemptions can be granted by the principal, by the teacher for that class, or by a Learning Leader to document in a student's Individual Education Plan in accordance with the Department's *Mobile Phones Policy* and the College's *Mobile Phones & Headphones Policy*.

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

The three categories of exceptions allowed under the Mobile Phones and Headphones Policy are:

1. Learning-related exceptions

Specific exception	Documentation
Mobile Phones & Headphones For specific learning activities (class-based exception)	When required by the class teacher for the delivery of curriculum within the class.
Mobile Phones & Headphones For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Education Plan, identified on Compass
Headphones Year 11 and 12 Study Period	Student's timetable identifies when they have a designated study period.

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Mobile Phones Students with a health condition	Students who require a mobile phone to monitor a health condition will be identified on Compass and the student will have a Student Health Support Plan
Mobile Phones Students who are Young Carers	Will be documented on Compass.
Head Phones Students who require noise cancelling technology and/or use of white/brown noise	College-approved noise-cancelling headphones/headphones can be worn or carried by a student who has permission from a Learning Leader & Leader of Student Engagement and Wellbeing in consultation with a psychologist/treating specialist. Further details outlined below.

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Mobile Phones & Headphones Travelling to and from excursions	Information on use of mobile phones and headphones whilst travelling to and from excursions will be documented in the Excursion Consent Form on Compass. If there is no explicit information provided in the excursion consent form, students have permission to use mobile phones and headphones whilst travelling to and from the excursion only.
Mobile Phones & Headphones Students on excursions and camps	This will be outlined for each excursion/camp in the consent form and risk assessment.
Mobile Phones & Headphones When students are offsite (not on school grounds) and unsupervised with parental permission	Mobile Phones & Headphones are permitted.
Mobile Phones & Headphones Students with a dual enrolment or who need to undertake intercampus travel	Mobile Phones & Headphones are permitted.

HEADPHONES FOR HEALTH & WELLBEING

Lilydale Heights College provides support for students with individual learning needs. In providing support, the College's approach has always been consistent with the Victorian Curriculum and Assessment Authority (VCAA) policy for students applying for Special Examination Arrangements.

Need for Noise Cancelling Wireless Earplugs/Headphones

On occasion a student will have a diagnosed condition where they have difficulty in noisy environments and/or find it difficult to concentrate in class or during a learning activity.

The student may request the use of noise cancelling headphones/earplugs at school.

For this to be considered, documentation must be provided to their Learning Leader, Leader of Student Engagement & Wellbeing or an Assistant Principal. This could be a letter from a psychologist or psychiatrist.

APPROVED USE OF NOISE CANCELLING EARPLUGS

If permission has been approved for the use of noise cancelling earplugs at school, the following conditions apply:

- The purpose of wearing noise cancelling earplugs is to reduce noise, not listen to music/sound.
- The conditions of use for the headphones will be documented in an Individual Education Plan (IEP) for the student and be documented on Compass.
- Noise cancelling earplugs are not for use during teacher instruction (only writing/working time).

- If the noise cancelling earplugs do not serve their purpose and the student is not managing in class, they are to go to another designated area as documented in their IEP for a short period of time, then return to class. If a return to class is not possible the parent/guardian will be contacted to collect the student.
- Noise cancelling earplugs can be worn during loud assemblies, sporting events or other loud environments outside of the classroom as agreed to and stated in the IEP.
- If a request is made to vary this policy the treating clinician must provide documentation supporting this request. A variation to the policy will not automatically be accepted without further consultation.

NEED FOR HEADPHONES TO LISTEN TO WHITE/BROWN NOISE

Some students may benefit from listening to white/brown noise to assist them with their learning. When this is the case, the white/brown noise must be played via their computer to their headphones. It should be downloaded as an app and should not require the student to access Spotify, YouTube or other such applications.

For this to be considered, documentation must be provided to their Learning Leader, Leader of Student Engagement & Wellbeing or an Assistant Principal. This could be a letter from a psychologist or psychiatrist. Approval is not automatic and will be considered in consultation.

CAMPS, EXCURSIONS AND EXTRACURRICULAR ACTIVITIES

Lilydale Heights 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 and headphones. Students must only use mobile phones and headphones as stipulated by a teacher, otherwise, they will be in breach of this policy.

EXCLUSIONS

This policy does not apply to:

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET studies off site.

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

REVIEW PERIOD

This policy was last updated in October and is scheduled for review on October 2027.

This policy was last ratified by Policy & Planning in....

October 2024

This policy was last ratified by School Council in....

October 2024