



Mobile Phones

POLICY

PURPOSE

To explain to our school community the Department's and Allansford & District Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices eg. Smart Watches etc. during school hours.

SCOPE

This policy applies to:

1. All students at Allansford & District Primary School and,
2. Students' personal mobile phones and other personal mobile devices eg. Smart Watches etc. brought onto school premises during school hours, including recess and lunchtime

DEFINITIONS

A mobile phone and other personal mobile devices eg. Smart Watches etc. are telephones with access to a cellular (telecommunication) system, with or without a physical connection to a network. iPads remain a teaching and learning tool at school.

POLICY

Allansford & District Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Allansford & District Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- 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 Allansford & District Primary 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.

Secure storage

Mobile phones owned by students at Allansford & District Primary 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 Allansford & District Primary 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 Allansford & District Primary School School's Personal Property Policy.

Where students bring a mobile phone to school, Allansford & District Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Allansford & District Primary School students are required to store their phones in a locked drawer in the administration office.

Enforcement

Staff will instruct the student to hand over the mobile phone or smart watch and if the student refuses to hand over the items, implement the relevant consequence within the Allansford & District Primary School student engagement policy.

Students who use their personal mobile phones, or any personal devices including ipads inappropriately at Allansford & District Primary School may be issued with consequences consistent with our school's existing student engagement policy

At Allansford & District Primary School inappropriate use of mobile phones and smart **watches 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

iPads used for any of the above will also be deemed as inappropriate. Communications that are not for educative purposes are not appropriate from an iPad and if students need to contact family it is to be by phone from the school administration area.

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - ❖ Health and wellbeing-related exceptions; and
 - ❖ Exceptions related to managing risk when students are offsite.
- can be granted by the principal, or by the teacher for that class, in accordance with the Department's Mobile Phones Policy.

The three categories of exceptions allowed under the Department's Mobile Phones Policy are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence. Parents will be notified if this is the case.
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan or Individual Education Plan. Parents will be notified if this is the case.

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 (parents will be notified if this is the case)	Risk assessment planning documentation
Students on excursions and camps (parents will be notified if this is the case)	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission (parents will be notified if this is the case)	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel. (parents will be notified if this is the case)	Risk assessment planning documentation

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

Unless required for medical reasons, we do not approve for mobile phones for camps and excursions, however each camp and excursion can be considered specifically and parents will be notified. Parents can contact camps and staff on excursions via the school or a contact number given with the camp or excursion information.

Allansford & District Primary School 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
- Wearable devices
- iPads for teaching and learning

RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement, Safe Internet Use policy and agreement
- <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx>

<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/property.aspx>

<https://www.education.vic.gov.au/school/principals/spag/governance/pages/personalgoods.aspx>

REVIEW PERIOD

This policy was last updated in November 2019 and is scheduled for review in (3) years – November 2022.