
	<h2 style="margin: 0;">Hughesdale Primary School</h2>
	<h3 style="margin: 0;">Mobile Phone &amp; Smart Watches Policy</h3>
<b>Last review date:</b> May 2023	<b>Due for next Review:</b> February 2026
<b>Included on website:</b> <b>Yes    No</b>	<b>Authorised (Principal):</b> 



**Help for non-English speakers**

If you need help to understand the information in this policy, please contact our Business Manager or an Assistant Principal.

**PURPOSE**

To explain to the Hughesdale Primary School community our policy requirements and expectations to promote the safe and appropriate use of personal mobile devices by students at school.

**SCOPE**

This policy applies to:

- all students at Hughesdale Primary School
- all personal mobile devices that have not been approved by the Principal or classroom teacher for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

**DEFINITIONS**

Mobile devices include:

- mobile phones: a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network
- smart watches: any wearable device with access to a cellular (telecommunication) system, Bluetooth, or internet, with or without a connection being set up.

This policy also pertains to devices with the ability to turn on “school mode”.

**POLICY**

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

At Hughesdale Primary School:

- Students who choose to bring mobile phones or smart watches to school must have them switched off and securely stored by staff during school hours.
- Exceptions to this policy may be applied if certain conditions are met (see below).

- When emergencies occur, parents or carers should reach their child by calling the school office.

### **Personal mobile phone use**

In accordance with the Victorian Department of Education's (the department's) Mobile phones – student use policy issued by the Minister for Education, personal mobile phones must not be used at Hughesdale 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 only for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

### **Secure storage**

Mobile phones and smart watches owned by students at Hughesdale Primary School are considered valuable items and are brought to school at the owner's (student's or parent's/carer's) risk. Students are encouraged not to bring a mobile phone or smart watch to school unless there is a compelling reason to do so.

Hughesdale Primary School does not have accident insurance for accidental property damage or theft. The department's [Claims for property damage and medical expenses policy](#) outlines that claims for the reimbursement of the cost of a personal item or property brought to school will not be paid by the school and are not covered by school insurance. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile device to school, Hughesdale Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. During school hours, students are required to switch off their personal mobile devices and place them in the storage cabinet that is in the Year 6 office upstairs in the Tanner Building:

- Devices need to be dropped off by 9:00am and picked up at 3:25pm.
- A teacher will be on duty to oversee the delivery and retrieval of devices.

### **Enforcement**

Students who use their personal mobile device inappropriately at Hughesdale Primary school may receive consequences consistent with our school's *Student wellbeing and engagement policy*.

At Hughesdale Primary School, inappropriate use of mobile device is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone or smart watch:

- that in any way 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, or gym, or in offsite toilets, changing rooms or swimming pools during school activities
- during exams and assessments.

### Exceptions

Exceptions to the policy can be granted by the Principal, or by the teacher for that class, in accordance with the department's *Mobile phones – student use policy*.

The three categories of exceptions allowed are:

#### ***Learning-related exceptions***

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
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

#### ***Health and wellbeing-related exceptions***

Specific exception	Documentation
Students with a health condition	Student Health Support Plan

#### ***Exceptions related to managing risk when students are offsite***

Specific exception	Documentation
Travelling to and from excursions and camps	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

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

#### **Camps, excursions and extracurricular activities**

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

## EXCLUSIONS

This policy does not apply to:

- out-of-school-hours care
- out-of-school-hours events on a case-by-case basis
- travelling to and from school.

## COMMUNICATION

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

- available publicly on our school's website
- made available upon request to the front office.

## RELATED POLICIES AND RESOURCES

The Department's [Policy and Advisory Library \(PAL\)](#):

- Mobile phones – student use policy
- Claims for property damage and medical expenses policy

The following [school policies](#) are also relevant to this Policy:

- Student wellbeing and engagement policy

## POLICY REVIEW

Policy last reviewed	May 2023
Next scheduled review date	February 2026
Review cycle	Every 3 to 4 years