

	<h2 style="margin: 0;">Hughesdale Primary School</h2>
	<h3 style="margin: 0;">Mobile Phone and Devices Policy</h3>
<b>Last Review Date:</b> November 2021	<b>Due for Next Review:</b> November 2024
<b>Included on Website:</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>Authorised (Principal):</b>

#### **PURPOSE**

To explain to our 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 and,
- 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.

#### **DEFINITION**

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 to a mobile phone, such as smart watches.

#### **POLICY**

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

At Hughesdale 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 Victorian Department of Education and Training’s (DET) [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 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 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 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 DET [Claims for Property Damage and Medical Expenses Policy](#) outlines that claims for the reimbursement of the cost of a personal item/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 phone 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 located in the Year 6 office upstairs in the Tanner Building:

- Devices need to be dropped off by 8:45am and picked up at 3:30pm.
- A teacher will be on duty to oversee the delivery and retrieval of devices.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Hughesdale Primary school may be issued with consequences consistent with our school's *Student Wellbeing and Engagement Policy*.

At Hughesdale Primary 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 or gym
- during exams and assessments.

### **Exceptions**

Exceptions to the policy:

- 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.
- can be granted by the Principal, or by the teacher for that class, in accordance with *DET's Mobile Phones – Student Use Policy*.

The three categories of exceptions allowed are:

### ***1. Learning-related exceptions***

<b>Specific exception</b>	<b>Documentation</b>
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

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

<b>Specific exception</b>	<b>Documentation</b>
Students with a health condition	Student Health Support Plan

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

<b>Specific exception</b>	<b>Documentation</b>
Travelling to and from excursions	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 case by case
- 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

- [Mobile Phones – Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses Policy](#)

### School policies:

- *Student Wellbeing and Engagement Policy*

## POLICY REVIEW

Policy last reviewed	November 2021
Next scheduled review date	November 2024
Review cycle	This policy will be reviewed every 3 to 4 years.