

# MOBILE PHONES – STUDENT USE



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 93111325 or by email at [albion.ps@education.vic.gov.au](mailto:albion.ps@education.vic.gov.au).

## PURPOSE

To explain to our school community, Albion Primary School's requirements and expectations relating to students' use of mobile phones and other personal mobile devices, such as smart watches, during school hours. This policy reflects directives from the Department of Education and Training (DET).

## SCOPE

This policy applies to:

1. All students at Albion Primary School
2. Students' personal mobile phones and other personal mobile devices 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. 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

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

At Albion Primary School:

- Students who choose to bring mobile phones to school must have them switched off when they enter the school grounds, bring them to the school office to be 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 - Student Use policy](#) issued by the Minister for Education, students' personal mobile phones must not be used at Albion Primary School during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, (eg. for a particular medical reason) 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 Albion 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 Albion 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 Albion Primary School's Personal Property Policy and/or the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Albion Primary School will provide secure storage. Secure storage cannot be readily accessed by those without permission to do so. At Albion Primary School, students are required to store their phones at the school office as soon as they arrive at school. Students then pick up their mobile phone from the office after the dismissal bell at the end of the school day. Students are not permitted to turn on their mobile phones until they have left the school grounds.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Albion Primary School may be issued with consequences consistent with our school's existing *Student Wellbeing and Engagement* policy, and *Code of Conduct* and *Bullying Prevention* policies.

At Albion 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 cyberbullying
- 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:

- 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 off site.
- 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 under the Department's [Mobile Phones - Student Use Policy](#) are:

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

| <b>Specific exception</b>  | <b>Documentation</b>            |
|--|---------------------------------|
| For specific learning activities (class-based exceptions)  | 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 Education Plan       |

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

| <b>Specific exception</b>        | <b>Documentation</b>        |
|----------------------------------|-----------------------------|
| 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**

| <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 it was granted.

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

Albion 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 Care (OSHC)
- Out-of-school-hours events
- 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
- Included in staff induction processes and staff training
- Included in school E-News
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request.

## RELATED POLICIES AND RESOURCES

Albion Primary School policies related to this *Mobile Phone* policy include the *Student Wellbeing and Engagement*, *Child Safe Code of Conduct*, and *Bullying Prevention* policies that are available to view on the schools' website.

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

## REVIEW PERIOD

|                            |                       |
|----------------------------|-----------------------|
| Policy last reviewed       | March 2024            |
| Consultation               | School council, staff |
| Approved by                | Principal             |
| Next scheduled review date | March 2028            |