



# MOBILE PHONES – STUDENT USE

## PURPOSE

To outline to our school community the Department's and Aberfeldie Primary School's policy requirements and expectations relating to students using mobile phones [and other personal mobile devices] during school hours.

## SCOPE

This policy applies to:

1. All students at Aberfeldie Primary School and,
2. Students' personal mobile phones and other personal mobile devices, such as iPads and smart watches, 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 and student iPads.

## POLICY

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

At Aberfeldie Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored at the school administration office, 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, personal mobile phones must not be used at Aberfeldie 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 Aberfeldie 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 Aberfeldie Primary School does not insure for accidental property damage or theft. Students and their

parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Aberfeldie 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, Aberfeldie Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Aberfeldie Primary School students are required to store their phones at the school administration office to be placed in a lockable box. Students will need to bring them to the office at the beginning of the day and collect them at the end of the day. The office staff will have a checklist each day of who has left their phone at the office and marked off when they collect it at the end of the day.

## Enforcement

Students who use their personal mobile phones inappropriately at Aberfeldie Primary School may be issued with consequences consistent with our school's existing student engagement policies; Student Wellbeing and Engagement, Bullying Prevention policies, our BYOD/iPad contract.

At Aberfeldie 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 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 offsite.
- 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. 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

## 2. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
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

Aberfeldie 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

## RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement*,
  - *Personal Property*
  - *Bullying Prevention Policy*
  - Year 3-6 iPad program
- These can be found on the school website or through the office.
- [Mobile Phones – Student Use Policy](#)
  - [Weapons- Banning, Searching and Seizing Harmful Items](#)
  - [Claims for Property Damage and Medical Expenses Policy](#)

## REVIEW PERIOD

This policy was last updated on 2019 and is scheduled for review in 2022.

This policy was last ratified by School Council on 9 December 2019