



MOBILE PHONE POLICY

PURPOSE

To explain to our school community the Department's and Altona 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 Altona Primary School and,
2. Students' personal mobile phones and other personal devices brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

For the purpose of this policy, **mobile phone** refers to mobile phones and any other personal device with access to a cellular (telecommunication) system, with or without a physical connection to a network that may have similar functionality to a mobile phone or SIM Card capable iPad, and/or smart watches.

POLICY IMPLEMENTATION

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

At Altona Primary School:

- Students who choose to bring mobile phones to school must have them switched off and secure storage will be provided;
- 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 Altona 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 Altona 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 Altona 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 Altona Primary School [Personal Property Policy](#) AND/OR the Department's [Personal Goods policy](#).



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Where students bring a mobile phone to school, Altona Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Altona Primary School, secure lockable storage is provided in classrooms.

Enforcement

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

At Altona 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,
 - o Learning related exceptions; and
 - o Health and wellbeing-related exceptions;
- can be granted by the principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones Policy](#).

These two categories of exception allowed under the Department's [Mobile Phones Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
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

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

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



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Camps, excursions and extracurricular activities

Altona 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.

Where a student attending an excursion or extracurricular activity has a mobile phone when they arrive at school and has made a previous arrangement to be picked up by a parent or carer from the location of that activity, the parent of that student will need to request permission from their child's classroom teacher for their child to bring a mobile phone to the excursion or extracurricular activity. In such circumstances, it is not possible for Altona Primary School to provide secure storage. The personal mobile phone must be turned off and kept in the student's bag. Altona Primary School accepts no responsibility for the security of the personal mobile phone.

Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- Wearable devices
- iPads and all other personal devices

FURTHER INFORMATION AND RESOURCES

Related Policies:

- Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures
- Bullying Prevention Policy
- Duty of Care Policy

DET resources:

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

EVALUATION AND REVIEW

This policy will be reviewed as part of the school's review cycle, and/or if circumstances and regulations change.