



## MOBILE PHONES – STUDENT USE

### 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:

- All students at Altona Primary School and,
- 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 that may have similar functionality to a mobile phone or SIM Card capable iPad, and/or smart watches

### POLICY

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 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, 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 [Claims for Property Damage and Medical Expenses policy](#).

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 students are required to store their phones in secure lockable storage which 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 policies. Consequences may include removal of school-based privileges and removal of device/s until the end of the school day.

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

Schools will enforce the policy under their existing student engagement policies, for example, through detention or a loss of school-based privileges, where students fail to comply with the local school policy on mobile phones, including if they refuse to relinquish their phones to school staff when asked.

Where students have relinquished their mobile phones to school staff, schools are expected to return them to the student or parent/carer at the end of the school day. This is to support student safety when travelling to and from school, during which times carrying a mobile phone may help to manage risks of harm

Consistent with Ministerial Order 1125, suspensions are to be reserved for serious misuses of a mobile phone in schools that:

- meet the grounds for suspension, for example, cyberbullying
- are a last resort option that is considered after alternative interventions and support have been provided to the student to address the reasons for the behaviour associated with mobile phone use.

Reporting of some incidents involving mobile phones to a relevant authority may be necessary under the department's Reporting and Managing School Incidents Policy.

### Exceptions

Exceptions to the policy:



- may be applied during school hours if certain conditions are met, specifically,
  - o Health and wellbeing-related exceptions; and
  - o 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 3 categories of exceptions allowed under the Department’s [Mobile Phones — Student Use Policy](#) are:

### 1. 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

### 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

### 3. 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

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 of 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 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 staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

### RELATED POLICIES AND RESOURCES

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

### POLICY REVIEW AND APPROVAL

Policy last reviewed	2022
Consultation	Education Sub-Committee: August 2022
Approved by	Principal
Next scheduled review date	January 2027