

Mobile Phones – Student use

POLICY

PURPOSE

To explain to our school community the Department's and Underbool 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 Underbool Primary School and
2. Students' personal mobile phones 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.

POLICY

Underbool Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

At Underbool Primary School :

- Parents must notify the Principal that their child has a mobile device in which they will be bringing to school.
- During school hours, personal mobile devices must be switched off and presented to the school office before 9am.
- The Principal or staff member will be responsible for securing the device in the school office during school hours.
- Students can collect their device at the end of the school day.
- When emergencies occur, parents or carers should reach their child by calling the school's office.
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)

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 Underbool 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 Underbool 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 Underbool 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 Underbool Primary School's Personal Property Policy AND/OR the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Underbool Primary school will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Underbool Primary School, students are required to hand their device to the Principal or staff member for secure storage in the school office.

Enforcement

Students who use their personal mobile phones inappropriately at Underbool Primary School may be issued with consequences consistent with our school's existing student engagement policies e.g. *Student Engagement and Welfare Policy, Bullying policy*.

At Underbool 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 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 Policy](#).

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

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

Insurance

Students are responsible for their mobile device. Please note that Underbool Primary School does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items , including personal mobile devices that may be brought to school.

Camps, excursions and extracurricular activities

Underbool 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 Engagement & Welfare Policy](#)
- [Bullying Policy](#)
- [Personal Goods](#)
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)

REVIEW PERIOD

This policy was last updated on March 2020 and is scheduled for review on March 2022

This policy was last ratified by School Council on....

March 2020