

Mobile Phone Policy



Help for non-English speakers

If you need help understanding the information in this policy, please contact 9366 1381 or Stevensville.ps@education.vic.gov.au

PURPOSE

To explain to our school community the Department's and Stevensville Primary School's policy requirements and expectations relating to students using mobile phones during school hours.

SCOPE

This policy applies to:

- All students at Stevensville Primary School and,
- 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.

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

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

At Stevensville 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)
- Parents or carers should reach their child by calling the school's office when emergencies occur.

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 Stevensville 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 Stevensville 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 Stevensville 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 Department's [Claims for Property Damage and Medical Expenses policy](#)

Stevensville Primary School will provide secure storage where students bring a mobile phone to school. Secure storage is storage that cannot be readily accessed by those without permission.

At Stevensville Primary School, students are required to hand their mobile phones into the school administration office to be placed in a lockable cupboard.

Enforcement

Students who use their personal mobile phones inappropriately at Stevensville Primary School may be issued consequences consistent with our school's existing student engagement policies (eg *Student Well-being and Engagement*, *Code of Conduct* and *Bullying* policies).

At Stevensville 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. Learning-related exceptions
2. Health and wellbeing-related exceptions
3. Exceptions related to managing risk when students are offsite

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

Stevensville 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.

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Provided to the staff at induction and included on the google drive – School Policies
- Discussed at staff meetings/briefings as required
- Discussed at parent information sessions
- Discussed with students
- Made available publicly on our school website
- Included as an annual reference in the school newsletter
- Made available in hard copy from school administration upon request
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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	February 2023
Consultation	School Council and Curriculum Committee
Approved by	Principal
Next scheduled review date	February 2025