



# MOSSFIEL PRIMARY SCHOOL

## MOBILE PHONE POLICY



### Help for non-English speakers

If you need help to understand this policy, please contact the Mossfiel Primary School office in person or on 9749 1227.

## PURPOSE

To explain to our school community the Department's and Mossfiel Primary School's policy requirements and expectations relating to students using mobile phones devices and wearable devices e.g. smartwatches connected to mobile phones during school hours.

## SCOPE

This policy applies to:

1. All students at Mossfiel Primary School and,
2. Students' personal mobile phones and other related wearable devices e.g. smartwatches 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

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

At Mossfiel 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Mossfiel 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 and associated devices owned by students at Mossfiel 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 Mossfiel 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.

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

Where students bring a mobile phone to school, Mossfiel Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Mossfiel Primary School students are required to hand their device in to be stored safely in a lockable cupboard.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Mossfiel Primary School may be issued with consequences consistent with our school's existing student engagement policies, including *Student Wellbeing and Engagement Policy* and the school's *Bullying Prevention* policies.

At Mossfiel Primary School inappropriate use of mobile phones is identified as:

- 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

**and any use during school hours**, unless an exception has been granted

### **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](#).

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

#### **1. Learning-related exceptions**

<b>Specific exception</b>	<b>Documentation</b>
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**

<b>Specific exception</b> Students with a health condition	<b>Documentation</b> Student Health Support Plan
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### 3. Exceptions related to managing risk when students are offsite

<b>Specific exception</b> Travelling to and from excursions	<b>Documentation</b> 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

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

Mossfiel 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 Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- iPads and all other personal devices

### FURTHER INFORMATION AND RESOURCES

- For further information see Mossfiel Primary School's Student Wellbeing and Engagement Policy and Bullying Prevention Policy
- [Mobile Phones – Department Policy](#)

### REVIEW CYCLE

School/VRQA/Department	Approval Process	Last Updated	Review Cycle	Scheduled for Review
Department	Consultative	May 2020	1 year	Oct 2023

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