

	<b>Policy Name:</b>	Mobile Phone Policy	<b>Date of Approval:</b>	2019
	<b>Responsible:</b>	Leadership Committee	<b>Review Date:</b>	2023

## MOBILE PHONE POLICY – STUDENT USE

### PURPOSE

To explain to our school community the Department’s and Tyabb Primary School’s policy requirements and expectations relating to students using mobile phones and other personal mobile devices such as smart watches, at school or during school activities.

### SCOPE

This policy applies to:

1. All students at Tyabb Primary School and,
2. Students’ personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime. This policy applies to students at school and during school activities eg camps.

### 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. At this stage, Smart watches may be worn as a watch but all telecommunication **must** be turned off during school hours.

### POLICY

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

At Tyabb Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours. At Tyabb Primary School mobile phones will be handed to classroom teachers on arrival and securely stored. Smart watches may be worn as a watch but all telecommunication must be turned off.
- 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 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 Tyabb 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 Tyabb 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 Tyabb 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 Tyabb Primary School's Personal Property Policy and the Department's Personal Goods policy. Where students bring a mobile phone to school:

- Once on school grounds students are not permitted to use their phones. This applies to before and after school while in the school grounds. (The use of a mobile phone includes calls, SMS messages, recording audio, photographs or video, listening to music, games and accessing the internet and all other features.)
- If a child needs to use their mobile phone before or after school while they wait for parents, they must ask permission and be supervised by a teacher.
- Mobile phones are to be given to the class teacher on arrival in the morning for safe storage until the end of the day when they will be returned. Mobile phones must be labelled with the student's name or recognisable identification.
- Tyabb Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. In most cases this will be a lockable cupboard, drawer or filing cabinet inside the teacher's office.

## Enforcement

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

If a student uses a mobile phone contrary to this policy, it will be confiscated and held by the Office until a student's parents/carers come to collect the device. Parents will be contacted to inform them of the phone's confiscation.

At Tyabb 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,
  - Learning related exceptions
  - 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](#).

Note: An example of health and wellbeing related exceptions may include: a student with diabetes may use their mobile phone to monitor their blood sugar.

## Camps, excursions and extracurricular activities

Tyabb Primary School does not permit the use of mobile phones or personal devices on camps, excursions and extracurricular activities unless there are exceptional circumstances such as those listed above and approval by the Principal/Assistant Principal has been granted.

## Exclusions

This policy does not apply to:

- Out-of-School-Hours Care (OSHC).
- Travelling to and from school.
- Wearable devices for health related conditions.

## RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement Policy
- Personal Property Policy,
- Bullying Prevention Policy
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

## REVIEW PERIOD

This policy was last updated on 18<sup>th</sup> November 2019 and is scheduled for review on November 2022