



HIGHVALE PRIMARY SCHOOL

## 45. Mobile Phones – Student Use Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 9887 8000.

### PURPOSE

To explain to our school community the Department's and Highvale Primary School's policy requirements and expectations regarding the safe and appropriate use of mobile phones and other personal mobile devices during school hours or during school activities. For example school sanctioned events such as Camps.

### SCOPE

This policy applies to:

1. All students at Highvale Primary School and,
2. Students' personal mobile phones and other personal devices brought onto school premises during school activities and 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

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

At Highvale Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Students who choose to bring or wear a device that may connect to or have a similar functionality to a mobile phone such as smart watches must have them switched off during the entire school day. This includes recess and lunch time.
- 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 Highvale Primary School during school activities and 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 and Insurance**

Mobile phones owned by students at Highvale 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 Highvale 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](#).

Where students bring a mobile phone to school, Highvale Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Highvale Primary School students are required to hand their mobile phone into the school office before school each day to be placed in a secure area. The mobile phone must be collected by the students at the end of the school day. This is the student's responsibility.

### **Enforcement**

Students who use their personal mobile phones or any other device that may connect to or have a similar functionality to a mobile phone such as smart watches inappropriately at Highvale Primary School may be issued with consequences consistent with our school's existing student engagement policies. For example, the Highvale Primary School *Student Wellbeing and Engagement policy*, *Code of Conduct* and *Bullying policies*.

At Highvale Primary School inappropriate use **is any use during school hours**. This includes mobile phones or any other device that may connect to or have a similar functionality to a mobile phone such as a smart watch, unless an exception has been granted.

Inappropriate use includes:

- use during school hours and school sanctioned events such as camps
- 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*

Specific exception	Documentation
For specific learning activities (class-based exception)	N/A
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	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	N/A
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation / Individual Education Plan

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**

Students will not be allowed to bring their mobile phones or devices on overnight school camps or excursions unless there are exceptional circumstances approved by the principal. Highvale Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events, including mobile phones.

### **Exclusions**

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Travelling to and from school
- placement students undertaking workplace learning activities, e.g. work experience

## RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement Policy
- Digital Learning Policy
- Bullying Prevention Policy
- Photographing, Filming and Recording Students Policy
- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	May 2023
Approved by	Principal
Next scheduled review date	May 2026