



# Highvale Primary School

## Mobile Phones - Student Use Policy

Reviewed: February 2025

Next Review: February 2028

Review Cycle: 3-4 years

Communication Method: Website, Newsletter, Compass 'School Documentation



### Help for non-English speakers

If you need help to understand the information in this policy please contact Highvale Primary School on 9887 8000.

## PURPOSE

To explain to our school community the Department's and Highvale 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 Highvale Primary School and,
2. Students' personal mobile phones and other personal mobile devices 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

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

At Highvale 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Highvale 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 other personal mobile and communication devices 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 Highvale Primary School's Personal Property Policy AND/OR 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 phone into the school administration office each morning, to be placed in a lockable cupboard.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Highvale Primary School may be issued with consequences consistent with our school's existing Digital Technologies Acceptable Use Policy & Agreement, our Vision and Values, and our school policies including: the eSmart and Anti-bullying policies, Photos and Social Media policy and Student Engagement & Wellbeing policy.

At Highvale Primary School inappropriate use of mobile phones includes **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*

Specific exception	Documentation
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 Medical Action Plan

### *3. Exceptions related to managing risk when students are offsite*

Specific exception	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**

Camps, excursions and extracurricular activities Highvale Primary School will provide students and their parents and carers with information about Camps, Excursions and extra curricular activities via Compass. This includes items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones and devices. Staff at Highvale Primary School are always able to be contacted by the school during these events and will communicate with parents and carers as required on behalf of students or provide students with a device to contact their parents or carers as needed. Therefore, students will not be required or permitted to bring a mobile phone or communication device to any camps, excursions or extra curricular activities.

## **Exclusions**

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school

## COMMUNICATION

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- <https://highvaleps.vic.edu.au/>
- [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 2025
Consultation	School Council - March 2025
Approved by	Principal
Next scheduled review date	February 2028