



Mobile Phone Policy



Help for non-English speakers

If you need help to understand this policy, please contact our administration team upwey.south.ps@education.vic.gov.au or phone 9757 0200.

PURPOSE

To explain to our school community the Department's and Upwey South Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices such as smart watches during school hours.

SCOPE

This policy applies to:

1. All students at Upwey South 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.

POLICY

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

At Upwey South 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 Upwey South 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 devices owned by students at Upwey South 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 Upwey South 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 Personal Property Policy which is applicable to Upwey South Primary School.

Where students bring a mobile phone to school, Upwey South Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Upwey South Primary School students are required to hand their devices to the school office to be placed in a lockable cupboard.

Enforcement

Students who use their personal mobile phones inappropriately at Upwey South Primary School will have these phones confiscated, and kept in secure storage. If this is to occur, the parent of the student will be contacted and requested to come to the school and collect the mobile phone, at a time which is suitable for them. Until this time, the mobile phone will be kept in secure storage.

At Upwey South Primary School inappropriate use of mobile phones is any use during school hours, unless an exception has been granted. The intention of the DET Policy is so that mobile phone are not to be used for the following:

- 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 Policy](#).

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

1. Learning-related exceptions

| Specific exception | Documentation |
|--|---|
| 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

| 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 | Risk assessment planning documentation |
| Students with a dual enrolment or who need to undertake intercampus travel | 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.

Use of other devices: such as smart watches, tablets, and other mobile devices

If a student wears a smart watch or utilises a personal tablet/ device at whilst at school, it is expected that all communication features be switched off. If the student is found to be using the device to communicate, the device will be confiscated, and kept in secure storage. If this is to occur, the parent of the student will be contacted and requested to come to the school and collect the device, at a time which is suitable for them. Until this time, the device will be kept in secure storage.

Instigating contact during school hours: Parents/Carers and people external of the school

Parents/ Carers/ and people external of the school are requested not to make direct contact with their child during school hours.

All contact is to come through the School Office, so that school staff are informed and may promote student welfare, within their duty of care.

Camps, excursions and extracurricular activities

The expectations of this policy remain in force for camps, excursions and extracurricular activities.

No mobile/ communication devices are to be utilised by students.

Out of School Hours Care

The expectations of this policy remain in place during the delivery of the Out of School Hours Care Program.

COMMUNICATION

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

- Available publicly on our school's website and distributed via community newsletters
- Included in staff induction processes and annual staff training
- Included in volunteer induction processes and training for relevant volunteers
- Discussed an annual staff briefings or meetings
- Included in staff handbook or manual
- Hard copy available from school administration upon request

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

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|----------------------------|----------------|
| Policy last reviewed | August 2022 |
| Consultation | School Council |
| Approved by | Principal |
| Next scheduled review date | August 2025 |