



*“Working Together for a Better Future”*

## MOBILE PHONE POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact Wallan Primary School.

### PURPOSE

To explain to our school community the Department’s and Wallan Primary School’s policy requirements and expectations relating to students using mobile phones and other personal devices during school hours.

### SCOPE

This policy applies to:

1. All students at Wallan 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 and ipads.

### POLICY

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

At Wallan Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored at the school office during school hours
- Students must hand their phones in at the office on arrival, prior to 8.45am and collect them at the end of the school day, after 3.15pm, or at the end of the BASP session
- Exceptions to this policy may be applied if certain conditions are met
- When emergencies occur, parents/carers should call 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 Wallan 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 Wallan 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 Wallan 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 Wallan Primary School's Personal Property Policy.

Where students bring a mobile phone to school, Wallan Primary School will provide secure storage including a process for naming each phone. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Wallan Primary School students are required to store their phones by handing them into the school office on arrival, prior to 8.45am and collect them at the end of the school day, after 3.15pm or at the end of the BASP session.

## Enforcement

Students who use their personal mobile phones inappropriately at Wallan Primary School may be issued with consequences consistent with our Student Engagement and Wellbeing Policy.

At Wallan 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.

If a mobile phone is used during the school day:

- 1<sup>st</sup> breach – the phone will be taken by staff and secured in the storage facility at the office. It will be returned to the student at the end of the day. Parents will be contacted.
- 2<sup>nd</sup> breach – the phone will be taken by staff and secured in the storage facility at the office. It will be returned to the parent at the end of the day. Parents will be contacted.
- 3<sup>rd</sup> breach - the phone will be taken by staff and secured in the storage facility at the office. It will be returned to the parent at the end of the day. Parents will be contacted and a formal meeting will be arranged.

### 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](#).

Wallan Primary School has elected not to allow the use of mobile phones for specific learning activities, or for any categories of exemptions.

### Camps, excursions and extracurricular activities

Wallan 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 when students are travelling to and from school, and are not on school grounds.

## COMMUNICATION

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

- Available publicly on our school's website and via the Compass parent portal
- Included in staff handbook
- Discussed at annual staff briefings
- Hard copy available from school administration upon request

### Related policies and resources

- *Student Wellbeing and Engagement*
- *Code of Conduct*
- *Personal Property Policy*
- *Bullying Prevention Policy*

## POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2022
Consultation	Principal & school Council
Approved by	School Council
Next scheduled review date	April 2026