



MOBILE PHONE & OTHER PERSONAL MOBILE DEVICES POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the Whitfield District Primary School office on 03 5729 8286.

PURPOSE

To explain to our school community the Department's and Whitfield District Primary School's policy requirements and expectations relating to students using mobile during school hours.

SCOPE

This policy applies to:

1. All students at Whitfield District 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 or other mobile device is a device with access to a cellular (telecommunication) system, with or without a physical connection to a network.

POLICY

Whitfield District Primary School understands that students may bring a personal devices to school, particularly if they are travelling independently to and from school.

At Whitfield District Primary School:

- Students who choose to bring devices 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 and other mobile device use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones and other devices must not be used at Whitfield District 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 or device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones and other devices owned by students at Whitfield District 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 or other device to school unless there is a compelling reason to do so. Please note that Whitfield District 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 Whitfield District 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 or other device to school, Whitfield District Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Whitfield District Primary School students are required to store their phones/devices by handing them in to the school office to be placed in a lockable cupboard as soon as the student arrives at school. Devices will be returned to the student at the end of the school day.

Enforcement

Students who use their personal mobile phones and other personal devices inappropriately at Whitfield District Primary School may be issued with consequences consistent with our school's existing student engagement policy.

At Whitfield District Primary School inappropriate use of mobile phones and other devices is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone/personal device:

- 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

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](#).

Where an exception is granted, the student can only use the mobile phone or other personal device for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Whitfield District 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 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
- 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

- *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying etc.*]
- [Mobile Phones — Student Use Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	31 January 2023
Consultation	School Council
Approved by	Principal
Next scheduled review date	January 2027