



WESTGROVE PRIMARY SCHOOL NO. 5365

MOBILE PHONE POLICY – STUDENT USE

PURPOSE:

This policy outlines the appropriate use of student mobile phones on our school site. It explains to our school community the Department's and Westgrove's policy requirements and expectations relating to students using mobile phones and other personal mobile devices, such as smart watches during school hours.

This policy applies to:

1. All students at Westgrove Primary School and,
2. Students' personal mobile phones [and other personal mobile devices] brought onto school premises during school hours, including before and after school, 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."

RATIONALE:

The staff and School Council of Westgrove Primary School recognise that students may bring a mobile phone to school. We also recognise that some parents/carers request that their child/ren bring a mobile phone to school for before and after school safety/security reasons.

All school staff, as defined by Ministerial Order 870, within Victoria must understand and abide by the professional, moral and legal obligations to implement child protection and child safety policies, protocols and practices.

AIMS:

To inform all members of our school community about the appropriate use of mobile devices at our school. To outline the procedures and processes of this policy.

GUIDELINES:

Students

- From Term 1 2020, students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.
- Exceptions to the policy may be applied if certain conditions are met. Exceptions can be granted by an Assistant Principal or Principal. Exemptions must be documented. (See further information below)
- Students remain responsible for all of their personal effects whilst at school. When students enter the school grounds the school takes no responsibility for mobile devices. Mobile devices are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile devices. When students bring a mobile phone to school, the school must provide secure storage.
- Mobile phones owned by students at Westgrove Primary 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 Westgrove 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.
- Parents are reminded that in cases of emergency the school office remains the only appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- If students bring their mobile device to school, it should be clearly marked with their name.

Secure storage

Where students bring a mobile phone to school, Westgrove Primary will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

Enforcement

Students who use their personal mobile phones inappropriately at Westgrove Primary may be issued with consequences consistent with our school's existing student engagement policies.

At Westgrove Primary inappropriate use of mobile phones is **any use during school hours including on the school grounds before and after school**, 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 pool and gym
- during 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 Assistant Principals 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 e.g. camp/excursion (not applicable)

Specific exception	Documentation
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Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- iPads and all other personal devices

REVIEW PERIOD

This policy was last updated on 31 October 2019 and is scheduled for review on November 2022.