

## Mobile Phone Policy



### Help for non-English speakers

If you need help to understand this policy, please contact 9740 8666

## Purpose

To explain to our school community the Department's and Sunbury West 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 Sunbury West 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

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

At Sunbury West 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 Sunbury West 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 Sunbury West 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 Sunbury West 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 [Sunbury West 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, Sunbury West Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Sunbury West Primary School students are required to store their phones handed into the school administration office to be placed in a lockable cupboard.

### Enforcement

Students who use their personal mobile phones inappropriately at Sunbury West Primary School may be issued with consequences consistent with our school's existing student engagement policies *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

At Sunbury West 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

### 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 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**

<b>Specific exception</b>	<b>Documentation</b>
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**

<b>Specific exception</b>	<b>Documentation</b>
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.

### **Camps, excursions and extracurricular activities**

Sunbury West 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
- Wearable devices
- iPads

## 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 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
- [Mobile Phones — Student Use Policy](#)

## Policy Review and Approval

Policy last reviewed	March 2022
Consultation	School Council
Approved by	Principal
Next scheduled review date	March 2026

## Mobile Phones – Agreement Form

My child \_\_\_\_\_ has my permission to bring a mobile phone to school.

Student Mobile Phone Number: \_\_\_\_\_

### PARENT AGREEMENT:

#### I agree

- That my child is required to hand in their phone turned off in to the General Office upon arrival at school in the morning and collect it at the end of the day after dismissal.
- My child will not be able to access their mobile phone during school times.
- My child is not permitted to take mobile phones on camps or excursions.
- The school will endeavour to manage all phones responsibly, however the DET does not hold insurance for personal property brought to school and it will not pay for loss or damage to such property.
- Appropriate action will be taken against my child if he/she photographs or films other students or sends harassing or threatening messages during school hours.
- Breaches of the Mobile Phone Policy will be addressed within the school discipline policy.

**Parent/Guardian's Name:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### STUDENT AGREEMENT

#### I agree

- That I am required to hand in my phone turned off, in to the General Office upon arrival at school in the morning and collect it at the end of the day after dismissal.
- I will not be able to access my mobile phone during school times.
- I am not permitted to take mobile phones on camps or excursions.
- Appropriate action will be taken if I photograph or film other students or send harassing or threatening messages during school hours.
- I agree that I am responsible for any loss or damage to my phone and that school will not pay for any loss or damage to my phone.
- Breaches of the Mobile Phone Policy will be addressed within the school discipline policy.

**Student's Name:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_