



Mobile Phone Policy – Student Use

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)
- If you need to contact your child during the school day, parents or carers should call the school's office on 9740 8666.

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 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 Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Sunbury West Primary School will provide secure storage at the Administration office. 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 hand their mobile phones into the school Administration office when they arrive at school, where it will be placed into a lockable storage unit. Students must ensure their phone is switched off and they will need to sign the phone in. When the student is dismissed for the day they are responsible for collecting their phone from the office, they will need to sign the phone out upon collection.

If a child is required to bring a mobile phone to school, the attached Agreement Form must be completed and signed by all relevant parties.

Enforcement

Students who use their personal mobile phones inappropriately at Sunbury West Primary School may be issued with consequences consistent with the school's existing Behaviour Management policy.

At Sunbury West Primary School, inappropriate use of mobile phones is defined as ***any use during school hours, unless an exception has been granted, and particularly use of a mobile phone:***

- that 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
- can be granted by the Principal, or their delegate, 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

2. Health and wellbeing-related exceptions

3. Exceptions related to managing risk when students are offsite

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

At Sunbury West Primary School students are not permitted to take mobile phones on camps or excursions.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Travelling to and from school
- iPads

Communication

All families will be notified of this policy in writing through the school newsletter and via Compass. Students will be reminded of the policy via assemblies and by individual classroom teachers. The policy will also be available on the school website.

Related policies and resources

- Behaviour Management Policy
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

Review period

This policy was last updated on 18th November 2019 and is scheduled for review in November 2022.

SUNBURY WEST PRIMARY SCHOOL MOBILE PHONE POLICY

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, to the Administration Office upon arrival at school in the morning and collect it at the end of the day after dismissal. They will be required to sign their phone in and out.
- 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 store the phone in a secure location, I understand that Sunbury West Primary School and 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 Behaviour Management 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 Administration Office upon arrival at school in the morning and collect it at the end of the day after dismissal. That I will sign my phone in at the beginning of the day and sign it out when I collect it.
- 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 the school will not pay for any loss or damage to my phone.
- Breaches of the Mobile Phone Policy will be addressed within the school Behaviour Management policy.

Student's Name: _____

Student's Signature: _____ *Date:* _____