Mobile Phone-
Student Use Policy

Help for non-English speakers

If you need help to understand the information in this policy, please contact school office on 51271512 or moe.ps.south@education.vic.gov.au.

Purpose

To explain to our school community the Department's and Moe (South Street) Primary School's policy requirements and expectations relating to students using mobile phones/smart watches and other personal mobile devices during school hours.

SCOPE

This policy applies to:

1. All students at Moe (South Street) Primary School and,
2. Students' personal mobile phone 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

Moe (South Street) Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Moe (South Street) Primary School:

- Students who choose to bring mobile phones/smart watches to school must have them switched off and securely stored during school hours
- Phones will be handed into the classroom teacher at the beginning of the day and be returned at the end of the day.
- 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 Moe (South Street)

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Secure storage

Mobile phones/smart watches owned by students at Moe (South Street) 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/smart watches to school unless there is a compelling reason to do so. Please note that Moe (South Street) 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 Moe (South Street) Primary School's Personal Property Policy and the Department's Claims for Property Damage and Medical Expenses policy.

Where students bring a mobile phone to school, Moe (South Street) Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Moe (South Street) Primary School students are required to store their phones with the classroom teacher who will lock them away in a secure locked box located in the classroom teacher's office.

Enforcement

Students who use their personal mobile phones/smart watches inappropriately at Moe (South Street) Primary School may be issued with consequences consistent with our school's existing student engagement polices *Student Wellbeing and Engagement policy*.

At Moe (South Street) Primary School inappropriate use of mobile phones/smart watches is **any use during school hours** (from arriving at school to the end of the school day), unless an exception has been granted, and particularly use of a mobile phone:

- listening to music
- 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
    - 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:

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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.

1. Learning-related exceptions

Specific exception	Documentation
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

Specific exception	Documentation
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/smart watches for the purpose for which it was granted.

Camps, excursions, and extracurricular activities

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Moe (South Street) 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/ smart watches.

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

COMMUNICATION

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

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Made available in hard copy from school administration upon request

FURTHER INFORMATION and resources

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- Mobile Phones — Student Use Policy
- Weapons — Banning, Searching and Seizing Harmful Items
- Claims for Property Damage and Medical Expenses policy

Policy REVIEW and Approval

REVIEW PERIOD

Date Implemented	17/10/2022
Approval Authority (Signature and date)	17/10/2022
Consultation	Staff
Dates Reviewed	10/12/2019, 17/10/2022

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Responsible for Review	Policy Coordinator
Next Review Date	10/2026