



MOBILE PHONES

POLICY

School Policy and Advisory Guide Reference:

<http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>

Last updated - APRIL 2021

Endorsed by Melrose Primary School Council - APRIL 2021

Purpose

To explain to our school community the Department of Education & Melrose Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices, such as smart watches etc., during school hours.

Scope

This policy applies to all students at Melrose Primary School throughout the whole school day.

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

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

At Melrose Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored at the school office for the entirety of the school 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 Melrose 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.

Melrose Primary School - Policy

This Policy pertains to all programs run/organized by Melrose Primary School, including Out of School Hours Care, unless a more specific policy applies whereby both policies should be read in conjunction.

Secure Storage

Mobile phones/smartwatches owned by students at Melrose 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 Melrose Primary School does not have accident insurance for accidental property damage or theft. Therefore, students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone to school, Melrose Primary School will provide secure storage which cannot be readily accessed by those without permission. At Melrose Primary School, students are required to hand their phones to administration staff upon arrival at school. Phones are then labelled and stored in a secure place in the office for collection at the day's end.

Enforcement

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

At Melrose Primary School, inappropriate use of mobile phones is deemed as being any use of the device/s 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
- 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.

There is one exception at Melrose Primary School allowed under the Department's Mobile Phones – Student Use Policy which is:

1. Health and wellbeing-related exceptions Specific exception Documentation

- Students with a health condition
- Student Health Support Plan

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted. The storing of this device will be outlined in the Student Health Support Plan.

Camps, Excursions and Extra-curricular Activities

Melrose 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 devices. In the event a student does bring a device, the Camp Coordinator will safeguard the device until the return to school.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OoSHC)
- Out-of-school-hours school events
- Travelling to and from school

Related Policies and Resources

- DET Mobile Phones – Student Use Policy

This policy was last ratified by School Council :

April 2021