

## POLICY

# MOBILE PHONES – STUDENT USE

Leader: **Trudy Smith**

### **1. RATIONALE**

To explain to our school community the Department's and Taylors Hill Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile/wearable devices during school hours.

Taylors Hill Primary School recognises that mobile phones are a feature of society and many students own a mobile phone. We also appreciate that some parents/guardians may request that their child/ren bring a mobile phone to school for before and after school safety reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the Department of Education and Training (DET) and the school believes it is unnecessary for a child to be in possession of a personal mobile phone or other personal mobile/wearable devices during school hours.

### **2. SCOPE**

This policy applies to:

- All students at Taylors Hill Primary School and,
- Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

### **3. 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 all mobile phones and any device that may connect to or have a similar functionality to a mobile phone, such as smart watches.

### **4. BROAD GUIDELINES**

4.1 Taylors Hill Primary School understands that students may bring a personal mobile phone or other personal mobile/wearable device to school, particularly if they are travelling independently to and from school. At Taylors Hill 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)
- In the event of an emergency situation, parents or carers should reach their child by calling the school's office.

#### **4.2 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 Taylors Hill 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.

### 4.3 Secure Storage

Mobile phones and other personal mobile/wearable devices owned by students at Taylors Hill 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 Taylors Hill 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, Taylors Hill Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Taylors Hill Primary School students are required to hand their phones/personal devices into the school administration office / learning centre to be placed in a secure storage unit.

### 4.4 Enforcement

Students who use their personal mobile phones inappropriately at Taylors Hill Primary School may be issued with consequences consistent with our school's existing *Student Wellbeing and Engagement Policy* and *Code of Conduct*.

At Taylors Hill Primary School inappropriate use of mobile phones is **any use during school hours or on school grounds**, 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, learning spaces and gym
- during exams and assessments

### 4.5 Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically:
- can be granted by the Principal in accordance with the Department's [Mobile Phones Policy](#).

The two categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

#### ***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 Education Support 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

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

#### **4.6 Camps, Excursions and Extracurricular Activities**

Taylors Hill Primary School will provide students and their parents/carers with information about venues and contact details of offsite activities. Students will not be allowed to bring mobile phones or other personal mobile/wearable devices.

#### **4.7 Exclusions**

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours Events
- Travelling to and from school
- iPads utilised under the BYOD iPad Program in Grades 4-6

### **5. IMPLEMENTATION**

In the event of a parent/carer wishing their child to bring a mobile phone or personal device to school, the following will apply:

- 5.1 The parent/carer is required to complete 'Mobile Phone Permission'
- 5.2 The mobile phone and/or personal mobile/wearable device is to be handed in at the Administration Area by the child/parent/carer at the start of the day (as soon as on school grounds before 9:00am) and may be collected at the end of the school day (after 3:30pm). A 'sign in and out' procedure must be followed.
- 5.3 The mobile phone and/or personal mobile/wearable device will be stored in a secure storage unit in the Administration Area for the duration of the school day
- 5.4 All mobile phones and personal mobile/wearable devices must be clearly named
- 5.5 Students must use their mobile phone and personal mobile/wearable device appropriately at all times
- 5.6 The following sanctions may be applied to students who fail to follow these guidelines:
  - Confiscation of the mobile phone/device (handed back to the parent at the end of the school day)
  - A 'Time Out' at Recess or Lunch Time
  - Communication with parents/guardians regarding mobile phone/device use at school
  - A student being banned from bringing a mobile phone and/or personal mobile/wearable device onto the school grounds.

### **6. EVALUATION / REVIEW PERIOD**

This policy was last updated in March 2022 and is scheduled for review in March 2025.