



## MOBILE PHONES AND OTHER PERSONAL MOBILE DEVICE – STUDENT USE



### Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

### PURPOSE

To explain to our school community the Department’s and Inverloch and Kongwak Primary Schools’ policy requirements and expectations relating to students using mobile phones and other personal mobile devices on school property and during school hours.

### SCOPE

This policy applies to:

All students at Inverloch and Kongwak Primary Schools’ and,

Students’ personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

### DEFINITIONS

A **personal device** is a device with access to a cellular (telecommunication) system, with or without a physical connection to a network, utilise downloaded apps or record images ( e.g. mobile phones, iPads, iPods, wearables such as smartwatches, cameras)

A **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

A **wearable** is a device such as a smartwatch that can be used for communication or access the internet.

**School hours** are 8:30am-3:45pm which is the supervision hours

### POLICY

Inverloch and Kongwak Primary Schools understands that students may bring a personal mobile phone or wearable to school, particularly if they are travelling independently to and from school.

At Inverloch and Kongwak Primary Schools:

- 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.
- Students who bring wearables such as smartwatches must not use them during school hours
- Cameras are only permitted with teacher permission

### **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 Inverloch and Kongwak Primary Schools' 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 and wearables owned by students at Inverloch and Kongwak Primary Schools 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 Inverloch and Kongwak Primary Schools' 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 [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Inverloch and Kongwak Primary Schools, the schools will provide secure storage if required. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Inverloch and Kongwak Primary Schools, students are required to store their phones and not use them on school property.

### **Enforcement**

Students who use their personal mobile phones or device inappropriately at Inverloch and Kongwak Primary Schools' may be issued with consequences consistent with our school's existing student engagement policies, *e.g. Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.]

The device may be confiscated in line with the Department's [Weapons — Banning, Searching and Seizing Harmful Items](#) policy relating to 'other items' which states that staff "should instruct the student to hand over the item(s) and if the student refuses to hand over the items, implement the relevant disciplinary provision within the student code of conduct."

At Inverloch and Kongwak Primary Schools inappropriate use of mobile phones is during school hours and on school property 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](#).

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 under direct instruction by the teacher
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 e.g. diabetes to monitor blood sugar,
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	Not permitted unless with an exception ( 1. or 2. )
Students on excursions and camps	Not permitted unless with an exception ( 1. or 2. )

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

Inverloch and Kongwak Primary Schools' 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, wearables and cameras

### Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school

## 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 school newsletter
- Included in staff handbook/manual
- Available to staff on the shared drive and Compass Favourite
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- <http://inverlochps.vic.edu.au/school-documents> (Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bully Prevention)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

Policy last approved	<i>Kongwak PS June 15<sup>th</sup> 2022</i>
	<i>Inverloch PS June 16<sup>th</sup> 2022</i>
Approved by	School Council
Review Cycle:	1
Next review and approval:	2023