



## MOBILE PHONES – STUDENT USE



### Help for non-English speakers

If you need help to understand the information in this policy please contact Warrnambool East Primary School 55624100

### PURPOSE

To explain to our school community the Department's and Warrnambool East Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices eg. Smart Watches etc. during school hours.

### SCOPE

This policy applies to:

1. All students at Warrnambool East Primary School and,
2. Students' personal mobile phones and other personal mobile devices eg. Smart Watches etc. brought onto school premises during school hours, including recess and lunchtime

### DEFINITIONS

A mobile phone and other personal mobile devices eg. Smart Watches etc. are telephones with access to a cellular (telecommunication) system, with or without a physical connection to a network. iPads remain a teaching and learning tool at school.

### POLICY

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

At Warrnambool East Primary School:

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

### Personal mobile phone use



## WARRNAMBOOL EAST PRIMARY SCHOOL



*Where Effort Produces Success .....*

Ward Street, Warrnambool Victoria. 3280 -PHONE: 03 5562 4100 - FAX: 03 5561 1841 - EMAIL: [Warrnambool.east.ps@edumail.vic.gov.au](mailto:Warrnambool.east.ps@edumail.vic.gov.au)  
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 Warrnambool East PS 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 Warrnambool East 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 Warrnambool East 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 Warrnambool East Primary School's Personal Property Policy.

Where students bring a mobile phone to school, Warrnambool East Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Warrnambool East Primary School students are required to store their phones in a locked drawer in the administration office.

### Enforcement

Staff will instruct the student to hand over the mobile phone or smart watch and if the student refuses to hand over the items, implement the relevant consequence within the Warrnambool East Primary School student engagement policy.

Students who use their personal mobile phones, or any personal devices including ipads inappropriately at Warrnambool East Primary School may be issued with consequences consistent with our school's existing student engagement policy

At Warrnambool East Primary School inappropriate use of mobile phones and smart **watches is any use 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

iPads used for any of the above will also be deemed as inappropriate. Communications that are not for educative purposes are not appropriate from an iPad and if students need to contact family it is to be by phone from the school administration area.

### 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.



# WARRNAMBOOL EAST PRIMARY SCHOOL



*Where Effort Produces Success .....*

Ward Street, Warrnambool Victoria. 3280 -PHONE: 03 5562 4100 - FAX: 03 5561 1841 - EMAIL: [Warrnambool.east.ps@edumail.vic.gov.au](mailto:Warrnambool.east.ps@edumail.vic.gov.au)  
Can be granted by the principal, or by the teacher for that class, in accordance with the Departments

'Mobile Phones Policy.

The three categories of exceptions allowed under the Department's Mobile Phones Policy are:

## 1. Learning-related exceptions

| Specific exception   | Documentation  |
|--|--|
| For specific learning activities (class-based exception)   | Unit of work, learning sequence. Parents will be notified if this is the case.                       |
| For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty | Individual Learning Plan or Individual Education Plan. Parents will be notified if this is the case. |

## 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 (parents will be notified if this is the case)   | Risk assessment planning documentation |
| Students on excursions and camps (parents will be notified if this is the case)  | Risk assessment planning documentation |
| When students are offsite (not on school grounds) and unsupervised with parental permission (parents will be notified if this is the case) | Risk assessment planning documentation |
| Students with a dual enrolment or who need to undertake intercampus travel. (parents will be notified if this is the case)                 | Risk assessment planning documentation |

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

Unless required for medical reasons, we do not approve for mobile phones for camps and excursions, however each camp and excursion can be considered specifically and parents will be notified. Parents can contact camps and staff on excursions via the school or a contact number given with the camp or excursion information.

Warrnambool East 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.

### Exclusions

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school
- iPads for teaching and learning



# WARRNAMBOOL EAST PRIMARY SCHOOL



*Where Effort Produces Success .....*

Ward Street, Warrnambool Victoria. 3280 -PHONE: 03 5562 4100 - FAX: 03 5561 1841 - EMAIL: [Warrnambool.east.ps@edumail.vic.gov.au](mailto:Warrnambool.east.ps@edumail.vic.gov.au)

## COMMUNICATION

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

- Available publicly on our school’s website
- Included in staff induction processes and staff training
- Included in school newsletter
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying*
- [Mobile Phones — Student Use Policy](#)
- [\[the below are optional references to Department policy\]](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

|                            |                                |
|----------------------------|--------------------------------|
| Policy last reviewed       | September, 2023                |
| Consultation               | School Council<br>School Staff |
| Approved by                | Principal                      |
| Next scheduled review date | August 2026/2027               |

|   |   |
|---|---|
| Is it compulsory for all Victorian government schools to have a policy addressing this issue? | Yes, a local policy addressing this issue is required by the Minister's policy.   |
| Does this policy have to be approved by school council?                                       | No  |
| Recommended consultation  | It is recommended that school council be consulted and its views should be taken into account when you adopt this policy, as the sections in this template that are marked in yellow should be tailored to your school community. |
| What is the basis of this policy?   | The Department's Policy and Advisory Library: <ul style="list-style-type: none"> <li>• <a href="#">Mobile Phones - Student Use</a></li> </ul>   |
| Recommended review cycle  | It is recommended that the first review cycle be 1- 2 years, given the recent 2019 changes to the Minister's policy. Following that, the policy can be reviewed every 3-4 years.  |