



### **Purpose**

To explain to our school community the Department's and Altona Meadows Primary School's policy requirements and expectations relating to students using mobile phones during school hours.

### **Scope**

This policy applies to:

1. All students at Altona Meadows Primary School and,
2. Student's personal mobile phones brought onto school premises during school hours, including recess and lunchtime

### **Policy**

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

At Altona Meadows 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)
- When emergencies occur, parents and 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 Altona Meadows 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.

### **Secure Storage**

Mobile phones owned by students at Altona Meadows 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 Altona Meadows 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.

Where students bring a mobile phone to school, Altona Meadows Primary school will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Altona Meadows Primary School, students will hand their mobile phone in at the office prior to the school day starting and sign it in on the register. Students are then able to collect their mobile phones from the office after the school day has finished. Any student who is found to still have their mobile phone on their person or in their bag after the morning bell will have their mobile phone confiscated and placed in the office. On the second repeat occurrence, the mobile phone will be confiscated and a phone call will be made to the parent/guardian for collection.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Altona Meadows Primary School may be issued with consequences consistent with our school's existing student engagement policies.

At Altona Meadows Primary School inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly use of 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

### 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 expectations

Specific exception	Documentation
For specific learning activities (class based exceptions)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan

2. Health and Wellbeing related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan

3. Exception 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

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

### Camps, excursions and extracurricular activities

Altona Meadows 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 Care
- 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 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 office upon request

## Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

July 2022