



# Yarraville West Primary School

## Mobile Phones Policy

### POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2019
Approved by	Principal
Next scheduled review date	2022



#### Help for non-English speakers

If you need help to understand the information in this policy please contact Nicole Arnold or Sally Emery, 9314-7714.

### PURPOSE

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

### SCOPE

This policy applies to:

1. All students at Yarraville West Primary School and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

### DEFINITIONS

"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 and iPads.

### POLICY

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

At Yarraville West Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored by a teacher 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

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Yarraville West Primary School during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception by the Principal, 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 Yarraville West 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 Yarraville West 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, Yarraville West Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Yarraville West Primary School students are required to store their phones in a locked cupboard or drawer.

## Enforcement

Students who use their personal mobile phones inappropriately at Yarraville West Primary School may be issued with consequences consistent with our school's *Student Wellbeing and Engagement Policy*. At Yarraville West Primary School inappropriate use of mobile phones 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

## 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 Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are: ***Learning-related, Health and wellbeing-related, and related to managing risk when students are offsite***. Students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty have access to school devices.

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students with a dual enrolment or who need to undertake intercampus travel	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

Yarraville West 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 or travelling to and from school

**RELATED POLICIES AND RESOURCES**

- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)