



# Queenscliff Primary School

## Mobile Phone Policy

### PURPOSE

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

### SCOPE

This policy applies to:

1. All students at Queenscliff primary School and,
2. Students' personal mobile phones and other personal mobile devices such as smart watches brought onto school premises during school hours, including recess and lunchtime.

### 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 purposes of this policy, "mobile phone" refers to mobile phones and all devices that could access the internet, through either cellular, wired or wireless connection.

### POLICY

While Queenscliff Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school, it is the advice of the school that students should not bring a mobile phone to school unless there is a compelling reason to do so.

If required parents/carers can make contact with their student by calling the office. Students can also use school landlines to contact parents/carers if needed.

At Queenscliff Primary School:

- Students who choose to bring mobile phones to school must have them switched off and dropped off at the office.
- 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 Queenscliff Primary School during school hours, including lunchtime and recess, unless an exception has been granted.

For the purpose of this policy school hours at Queenscliff Primary School are defined as 9.00am to 3.00pm.

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 Queenscliff 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 Queenscliff 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, Queenscliff Primary School will store the phone within the front office in a storage container appropriately marked with the student's name in a lockable drawer during school hours.

## Enforcement

Students who use their personal mobile phones inappropriately at Queenscliff Primary School will be required to hand their phone in at the front office. The phone will be placed in a storage container appropriately marked with the student's name in a lockable drawer at the office. Parent/carers will be contacted and required to pick mobile phones up from the office. Phones will NOT be handed back to students.

At Queenscliff 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:

- 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

## Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - Learning-related exceptions
  - Health and wellbeing-related exceptions; and
  - Exceptions related to managing risk when students are offsite.
- Exceptions can only be granted by the Principal or an Assistant Principal and in accordance with the Department's [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 and approval from the Student Learning Team and school Council
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, supported by written advice from a relevant medical professional.

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan, supported by written advice from a relevant medical professional

### 3. Exceptions 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

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

Not all camps and excursions will require the use of personal mobile phones to minimise risk. If organising teacher/s has documented the use of personal mobile phones in their risk assessment, it will be clearly stated on the permission form and students will be permitted to take their phones on the excursion/camp

### Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Travelling to and from school

### REVIEW PERIOD

This policy was updated on 31/3/2021 and is scheduled for review on February 2023.