



## Old Orchard Primary School

### Mobile Phone – Student Use Policy

#### Purpose

To explain to our school community the Department's and Old Orchard 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 Old Orchard Primary School and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

#### Definition

A **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, "mobile phones 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

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

At Old Orchard 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 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 Old Orchard 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 Old Orchard 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 Old Orchard 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 Old Orchard Primary School's Personal Property Policy.

Where students bring a mobile phone to school, Old Orchard Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. Students are expected to hand these to the office for secure storage and collect at the end of the day. Students wearing smartwatches are asked that the messaging function be switched off during classtimes.

## Enforcement

Students who use their personal mobile phones inappropriately at Old Orchard Primary School may be issued with consequences consistent with our school's existing Student Engagement and Wellbeing Policy.

At Old Orchard 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 (or specifically permission of an adult parent or carer for students of primary school age).
- to capture video or images of students wearing the Old Orchard Primary School uniform.
- 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:

### 1. Learning-related exceptions

Specific exception	Documentation
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Education Plan reflects the specific need

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition (eg. Diabetes blood sugar monitoring capacity)	Student Health Support Plan
Students who are Young Carers	A localised student record filed with Principal



### 3. Exceptions related to managing risk when students are offsite

There may be exceptions as determined at the discretion of the Principal. These will be evaluated on a case by case basis. Risk assessment documentation will reflect this.

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
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

Old Orchard 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 (OSHC)
- Out-of-school-hours events
- Travelling to and from school

#### Related Policies and Resources

- [Mobile Phones – Department Policy](#)
- [Personal Goods – Department policy](#)



## **Review Cycle and Evaluation**

**This policy was last updated** - September 2021

**Consultation** – School council was consulted in developing this policy

**Approved** – Duncan Cant (Principal)

September 2021

**Next scheduled review date** – Review scheduled for August 2024

**Communication of policy** – School newsletters, School website, Staff handbook