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MOBILE PHONES & PERSONAL MOBILE DEVICES POLICY



Help for non-english speakers

If you need help to understand the information in this policy, please contact glengarry primary school

PURPOSE

To explain to our school community the Department's and Glengarry 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 Glengarry 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

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 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.

Personal mobile devices are portable computing and communication devices such as smartphones, tablet computers, iPads and smart watches.

POLICY

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

At Glengarry Primary School:

- We promote a clear message and encourage students and their families not to bring any mobile phones or personal mobile devices unless there is a compelling reason to do so
- Students who choose to bring mobile phones or personal mobile devices to school must have them switched off and securely stored at the office when the student arrives at school
- When the student departs school for the day, they may collect their mobile phone or personal mobile device from 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



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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 Glengarry 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 and personal mobile devices owned by students at Glengarry 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 Glengarry 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 Glengarry Primary School's Personal Property Policy and the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone or personal mobile device to school, Glengarry Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Glengarry Primary School students are required to hand their mobile phone or personal mobile device to the office to be placed in a lockable cupboard.

Enforcement

Students who use their personal mobile phones or personal mobile devices at school where an exception has not been granted and or use their mobile phone and personal mobile device inappropriately at Glengarry Primary School may be issued with consequences consistent with our school's behaviour management processes detailed in our Student Engagement and Wellbeing Policy.

If students are seen using their mobile phone or personal mobile device during school hours, staff will instruct the student to hand over the item/s and if the student refuses to hand over the item, implement the relevant disciplinary provision within the student code of conduct. Refer to the Department's [Ban, Search and Seize Harmful Items](#) policy.

If the student hands over the item/s, the item/s will be stored in secure storage. In these circumstances, the mobile device will be returned to the student or their parent/carer at the end of the school day.

At Glengarry Primary School inappropriate use of mobile phones or personal mobile devices 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



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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 exceptions

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

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	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
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.



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Camps, excursions and extracurricular activities

Glengarry 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 or personal mobile devices.

Exclusions

This policy does not apply to:

- Out-of-School-Hours Care (OSHC or Before and After School Care)

COMMUNICATION

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

- Provided to staff at induction
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Mobile Phones – Student Use Policy](#)
- [Weapons – Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	06/10/2022
Approved by	Principal Julie Telford
Next scheduled review date	Before 06/10/2026