



# Mobile Phones

 <p>Interpreter</p>	<p><b>Help for non-English speakers</b> If you need help to understand the information in this policy, please contact the Office.</p>
<p><b>Purpose</b></p>	<p>To explain to our school community the Department’s and Grovedale West Primary School’s policy requirements and expectations relating to students using mobile phones, Smart Watches and other technology during school hours</p>
<p><b>Scope</b></p>	<p>This policy applies to:</p> <ol style="list-style-type: none"> <li>1. All students at Grovedale West Primary School</li> <li>2. Students’ personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.</li> </ol>
<p><b>Definitions</b></p>	<p><b>A mobile phone</b> 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.</p>
<p><b>Policy</b></p>	<p>Grovedale West Primary School understands that students may bring a mobile phone or Smart Watch to school, particularly if they are travelling independently to and from school or to extra-curricular activities.</p> <ul style="list-style-type: none"> <li>• Students who choose to bring mobile phones/Smart Watches to school must have them switched off and securely stored during school hours</li> <li>• Exceptions to this policy may be applied if certain conditions are met (see below for further information)</li> <li>• When emergencies occur, parents or carers, should reach their child by calling the school’s office.</li> </ul> <p><b>Personal mobile phone use</b></p> <p>In accordance with the Department’s <a href="#">Mobile Phones — Student Use Policy</a> issued by the Minister for Education, personal mobile phones/ Smart Watches must not be used at Grovedale West Primary School during school hours, including lunchtime and recess, unless an exception has been granted.</p> <p>Students must not use the phone or Smart Watch while in the school grounds. (before or after school).</p> <p>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.</p> <p><b>Secure Storage</b></p> <p>Mobile phones /Smart Watches owned by students at Grovedale West Primary school are considered valuable items and are brought to school at the owner’s (student’s or</p>

parent/carer's) risk. Students are encouraged not to bring a mobile phone/Smart Watch to school unless there is a compelling reason to do so. Please note that Grovedale 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 School's Personal Property Policy.

Where students bring a mobile phone /Smart Watch to school, Grovedale West Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Grovedale West Primary School students are required to store their phones/ Smart Watched by handing them to their teacher at the start of the school day where they will be placed in locked storage. The teachers will hand them back at the end of the school day.

### **Enforcement**

Students who use their personal mobile phones/Smart Watches inappropriately at Grovedale West Primary School, may be issued with consequences consistent with our school's existing student engagement policies - *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

At Grovedale West Primary School inappropriate use of mobile phones/ Smart Watches 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 — 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 students for whom a reasonable adjustment to a learning program is	Individual Learning Plan, Individual Education Plan required.

	<p>needed because of a disability or learning difficulty</p>	<p>Generally, this will not be required as phones are not part of the educational program</p>
	<p><b>2. Health and wellbeing-related exceptions</b></p>	
	<p><b>Specific exception</b></p>	<p><b>Documentation</b></p>
	<p>Students with a health condition</p>	<p>Student Health Support Plan</p>
	<p><b>3. Exceptions related to managing risk when students are offsite</b></p>	
	<p><b>Specific exception</b></p>	<p><b>Documentation</b></p>
	<p>Travelling to and from excursions</p>	<p>N/A unless an approved need.</p>
	<p>Students on excursions and camps</p>	<p>Included in Risk assessment planning documentation</p>
	<p>Where an exception is granted, the student can only use the mobile phone/Smart Watch for the purpose for which it was granted.</p> <p><b>Camps, excursions and extracurricular activities</b>  Grovedale 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.</p> <p><b>Exclusion</b></p> <p>This policy does not apply to:</p> <ul style="list-style-type: none"> <li>• Out-of-school-hours events</li> <li>• Travelling to and from school</li> </ul>	
<p><b>Communication</b></p>	<p>This policy is communicated to our school community in the following ways:</p> <ul style="list-style-type: none"> <li>• Available publicly on our school's website</li> <li>• Included in staff induction processes and staff training</li> <li>• Hard copy available from school administration upon request</li> </ul>	
<p><b>Review cycle</b></p>	<p><b>Policy last reviewed</b></p>	<ul style="list-style-type: none"> <li>• 26<sup>th</sup> September 2022</li> </ul>
	<p><b>Approved by</b></p>	<ul style="list-style-type: none"> <li>• Principal – Gretta Lynch</li> <li>• School Council 9/11/22</li> </ul>
	<p><b>Next scheduled review date</b></p>	<ul style="list-style-type: none"> <li>• September 2024</li> </ul>

