

Policy Number	Ratification Date	Reviewed	Review Date
48	May 2019	Nov 2019	Nov 2022



PERSONAL MOBILE DEVICES/PHONES (STUDENT USE)

Purpose

To explain to our school community the Department's and Elsternwick Primary School's policy requirements and expectations relating to the safe and appropriate use of personal mobile devices by students, at school or during school activities.

Scope

This policy applies to:

1. All students at Elsternwick Primary School and,
2. Students' personal mobile phones and devices brought onto school premises during school hours, including recess and lunchtime and,
3. Parents/Carers communicating with staff at Elsternwick Primary School.

Definitions

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

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

For the purpose of this policy, "mobile phone" may also refer to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

Policy

Elsternwick Primary School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school or to extra-curricular activities. Personal mobile devices must not be used during school hours at any time.

In line with Department guidelines at Elsternwick Primary:

- Students who choose to bring mobile devices to school must have them switched off and handed into the school's general office per classroom co-ordination. All mobile phone/devices will be locked securely for the duration of the school day.
- Exceptions to this policy may be applied if certain conditions are met. A student may apply to a Principal Class member for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, parents must make prior contact a Principal Class member to seek an exemption to this policy. See further for more information.
- When emergencies occur, parents or carers should reach their child by calling the school's general office on (03) 8534 6100.

Personal mobile phone use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones/devices must not be used at Elsternwick 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/devices for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

While Smart Watches are not referred to in the DET guidelines, Elsternwick Primary School requests that students have communication capabilities disabled during school hours and that such devices are used as watches and step counters only. Most child-friendly devices will have a 'school mode' that watches can be set to during school hours.

Insurance

Mobile phones/devices owned by students at Elsternwick 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/device to school unless there is a compelling reason to do so. Please note that Elsternwick 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 EPS Personal Property Policy AND/OR the Department's [Personal Goods policy](#).

Secure storage

Where students bring a mobile phone to school, Elsternwick Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Elsternwick Primary School students are required to hand in their mobile phone/devices to the school's general office. Their mobile phone/device will be placed in a lockable cupboard during school operating hours.

Camps and excursions

In most circumstances, students will not be allowed to bring their personal mobile device on overnight school camps or excursions. Elsternwick Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile device.

Enforcement and Actions

Elsternwick Primary School discourages students bringing mobile devices to school, and actively promotes safe and responsible use of mobile devices through the Digital Technologies curriculum and Acceptable Use of Digital Technologies agreement.

Elsternwick Primary School will respond to improper use of a mobile devices and any reported and proven bullying behaviour. Students who use their device inappropriately at school may be issued with consequences consistent with our school's *Supporting Positive Behaviour*, *Student Wellbeing and Engagement* and *Bullying Prevention* policies. Consequences may include the development of a Risk Assessment, Safety Plan or Behaviour Support Plan to ensure safe and responsible conduct both on and off school premises and outside school hours. As part of these consequences, parents will be contacted to ensure a consistent approach between home and school.

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 specific learning activities (class-based exception)	Unit of work, learning sequence
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

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Exclusion

Elsternwick Primary School's policy does not apply to:

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

Staff Use

Please refer to the staff mobile phone policy.

Related policies and resources

[Student Wellbeing and Engagement Policy](#)

http://elsternwickps.vic.edu.au/?page_id=146

[Bullying and Harassment Policy](#)

<http://elsternwickps.vic.edu.au/wp-content/uploads/2019/06/EPS-Bullying-Prevention.pdf>

- [School Policy and Advisory Guide: Students Using Mobile Phones](#)
<https://www.education.vic.gov.au/school/principals/spag/safety/pages/mobilephones.aspx>
- [School Policy and Advisory Guide: Ban, Search and Seize Harmful Items](#)
<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/property.aspx>
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

Review period

This policy was last updated in November 2019 and is scheduled for review in November 2022.