

Policy Number	Ratification Date	Reviewed	Review Date
48	June 2020	Nov 2021	Nov 2024



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.
- Exemptions 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.
- Students are permitted to wear devices such as Fitbits and Garmins which do not have internet connectivity, photographing capability or cellular access.
- 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones 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 for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile 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 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 [Personal Goods policy](#).

Classroom procedures are in place to collect devices each day for secure storage at the front office.

Camps, excursions and extracurricular activities

Elsternwick Primary School does not permit personal mobile devices to be brought to camps, excursions, special activities and events, including personal mobile phones.

Enforcement

Students who use their personal mobile phones inappropriately Elsternwick Primary School may be issued with consequences consistent with our school's existing student engagement policies [Student Wellbeing and Engagement](#) and [Bullying Prevention policies](#).

At Elsternwick Primary School inappropriate use of mobile devices is any use during school hours, unless an exception has been granted:

- 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 assessment

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 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
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 personal mobile device for the purpose for which it was granted.

Exclusions

This policy does not apply to:

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

Communication

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

- Available publicly on our school's website (or insert other online parent/carers/student communication method)
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

Related policies and resources

- [Student Wellbeing and Engagement Policy](#)
- [Bullying Prevention Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

Policy review and approval

Policy last reviewed	November 2021
Consultation	Education Subcommittee and School Council
Approved by	Principal
Next scheduled review date	November 2024 or as required