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**Mobile Phones- Student Use Policy**

**Purpose**

To explain to our school community the Department’s and Belgrave South policy requirements and expectations relating to students using mobile phones during school hours.

**Scope**

This policy applies to:

1. All students at Belgrave South and,
2. Students’ personal mobile phones 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.

**Policy**

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

At Belgrave South 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](https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx) issued by the Minister for Education, personal mobile phones must not be used at Belgrave South 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 Belgrave South 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 Belgrave South 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.

Where students bring a mobile phone to school*, Belgrave South Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without* permission to do so. At Belgrave South Primary School grade five and grade six students are required to store their phones in a lockable secure container located in their classroom.

Students from Foundation to grade four who bring a mobile to school are required to hand it into the office in the morning where it will be stored in the strong room. They will then collect their mobile phone from the office at the end of the day.

**Enforcement**

Students who use their personal mobile phones inappropriately at Belgrave South Primary School may be issued with consequences consistent with our school’s existing student engagement polices. Such as *Student Wellbeing and Engagement* policy.

At Belgrave South 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
* to capture video or images in the school toilets, changing rooms, swimming pools and gyms
* during exams and assessments
* If a student is seen to be using a mobile phone during school hours , the phone will be confiscated for the remainder of the day and parents/cares notified
* If there are further breaches by the student of using a mobile phone inappropriately then the school will enforce further sanctions and the parents/carer will be notified
* The school accepts no responsibility for replacing lost, stolen or damaged mobile phones
* Students are not permitted to bring mobile phones to school camps or to any excursions and extra-curricular activities. If taken, teachers are permitted to confiscate them for the duration of the camp/excursion and parents/cares will be notified

**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](https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx).

The three categories of exceptions allowed under the Department’s [Mobile Phones Policy](https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx) are:

***1. Learning-related exceptions***

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| --- | --- |
| 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***

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| --- | --- |
| 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***

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| --- | --- |
| 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.

**Camps, excursions and extracurricular activities**

Belgrave South 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
* Wearable devices
* iPads and all other personal devices

**Related policies and resources**

*Student Wellbeing and Engagement* policy.

**EVALUATION:**

This policy will be reviewed as part of the school’s review cycle.

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| **Date Implemented** | **20/11/19** |
| **Author** | **Belgrave South Primary School** |
| **Approved By** | **School Council** |
| **Approval Authority** | **Stuart Boyle** |
| **Date for Review** | **November 2022** |
| **Responsible for Review** | **Assistant Principal** |