



# Mobile Phone Use Policy

## **PURPOSE:**

To explain to our school community the Department's and Upper Ferntree Gully Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

## **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."

## **GUIDELINES:**

This policy applies to:

1. All students and Staff at Upper Ferntree Gully Primary School and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

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

At Upper Ferntree Gully Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Securely stored is handed to the Admin office or to the classroom teacher for locking in 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**

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Upper Ferntree Gully 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 Upper Ferntree Gully 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 Upper Ferntree Gully 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 Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Upper Ferntree Gully Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Upper Ferntree Gully Primary School students are required to store their phones. Phones are required to be handed to the classroom teacher for secure storage.



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## Enforcement

Students who use their personal mobile phones inappropriately at Upper Ferntree Gully Primary School may be issued with consequences consistent with our school's existing Student, Engagement and wellbeing Policy.

At Upper Ferntree Gully 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

The enforcement of this policy will be in compliance with the Department's [Ban, Search and Seize Harmful Items](#) policy relating to 'other items' which states that staff "should instruct the student to hand over the item(s) and if the student refuses to hand over the items, implement the relevant disciplinary provision within the student code of conduct."

## 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 in accordance with the Department's [Mobile Phones Policy](#).

The 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



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### 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.

### Camps, excursions and extracurricular activities

Upper Ferntree Gully Primary School does not allow students to take mobile phones to camps, excursions, special activities and events.

### Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

### RELATED POLICIES AND RESOURCES

- Student Engagement and Wellbeing Policy
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

### REVIEW PERIOD

This policy was last updated in 02/2020 and is scheduled for review on 02/2022.