



STUDENT MOBILE PHONE POLICY

PURPOSE

To explain to our school community the Department's and Heany Park Primary School's policy requirements and expectations relating to students using mobile phones and devices during school hours.

SCOPE

This policy applies to:

- i) all students at Heany Park Primary School
- ii) students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including before school begins, 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. 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.
- **Secure storage** is storage that cannot be readily accessed by those without permission to do so.

GUIDELINES FOR IMPLEMENTATION

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

At Heany Park Primary School:

- i) Students who choose to bring mobile phones to school must have them switched off and must deposit their mobile phone at the front office immediately upon their arrival at school.
- ii) Mobile phones may be collected just prior to exiting the school grounds.
- iii) Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- iv) 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 Heany Park 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 Heany Park 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 Heany Park 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, Heany Park Primary School will provide secure storage. Students are required to go to the front office where they will place their mobile phone in a labelled zip-lock bag. Student mobile phones will be stored in a specified storage box and kept in a secured section of the office.

Enforcement

- Students who use their personal mobile phones inappropriately at Heany Park Primary School may be issued with consequences consistent with our school's existing student engagement policies including:
 - Student Engagement and Wellbeing* policy
 - Bullying Prevention* policy
 - Digital Technologies* policy
- At Heany Park 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
- In some circumstances, students' mobile phones may be confiscated and stored securely at the office.

Exceptions

- Exceptions to the policy may be applied during school hours if certain conditions are met, specifically:
 - health and wellbeing-related exceptions
 - exceptions related to managing risk when students are offsite
 - where permission is 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

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

- Heany Park 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
 - Travelling to and from school

RELATED POLICIES AND RESOURCES

- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#) (Department Guidelines)
- [Personal Goods – Department policy](#)
- HPPS: *Student Engagement* and Wellbeing policy
- HPPS: *Bullying Prevention* policy
- HPPS: *Digital Technologies* policy

EVALUATION

Evaluation of this policy will be carried out by the Leadership Team as part of the Education and Policy Committee's cyclic review process, in four years' time, or beforehand if a significant issues arises.

Prepared by: Janet Evison, Adriana Dickinson

Approval Date: November 2019

Review Date: November 2020

Signed:

Janet Evison
Principal

Jacquie Nicholson
School Council President