

# Exford Primary School

## MOBILE PHONES - STUDENT USE POLICY 2023



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Approved by School Council: 18 November 2019

Reviewed: October 2023

### PURPOSE

To explain to our school community the Department's and Exford PS policy requirements and expectations relating to students using mobile phones [and other personal mobile devices, such as smart watches and iPods] during school hours.

### SCOPE

This policy applies to:

1. All students at Exford PS and,
2. Students' personal mobile phones (and other personal mobile devices) brought onto school premises during school hours, including recess and lunchtime.

### DEFINITION

A **mobile phone** is a telephone (and any other device that may connect to or have with a similar functionality to a mobile phone, such as smart watches, iPods etc) with access to a cellular (telecommunication) system, with or without a physical connection to a network.

### POLICY

Exford PS understands that some students may need to bring a personal mobile phone to school, particularly if they are travelling independently to and from school and then going on to a sports activity.

At Exford PS:

- Only students whose parents have sought permission from the Principal or Assistant Principal may bring a mobile phone to school on the required days only
- Students who choose to bring mobile phones to school must have them switched off and securely stored at our school Office 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 issued by the Minister for Education, personal mobile phones must not be used at Exford PS 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 Exford PS 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 and permission has been sought and granted by the Principal or Assistant Principal. Please note that Exford PS 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, Exford PS will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Exford PS, students are required to store their phones in a named zip-lock bag at our Office on the students' arrival.

## Enforcement

At Exford PS 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 voice recordings, video or images of people, including staff and members of the school community without their express permission
- Students may only be recorded by staff for learning purposes and once posted to Seesaw, any images / recordings must be deleted from the recording device
- To capture video or images in the school toilets, changing rooms, swimming pools and gyms
- During exams and assessments

Students who use their personal mobile phones inappropriately at Exford PS may be issued with consequences consistent with our school's existing 2019 Student Wellbeing and Inclusion Policy. Staff will instruct the student to hand over the item(s) and if the student refuses to hand over the item (s), we will 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 or Assistant Principal 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

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

Specific exception	Documentation
Students with a health condition	Student Health Support Plan

## 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

Exford PS 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)
- iPads and all other personal devices under the school's 'Managed Bring Your Own Device' Program
- Students undertaking workplace learning activities, e.g. work experience

## RELATED POLICIES AND RESOURCES

- 2019 Exford PS - Student Wellbeing and Inclusion Policy
- Mobile Phones - Department Policy
- Ban, Search and Seize Harmful Items
- Personal Goods - Department policy

## REVIEW CYCLE

This policy was last updated on 20 November 2019 and is scheduled for review in November 2022.

This policy was last updated on 18 October 2023 and is scheduled for review in November 2024.