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## **MOBILE PHONE and MOBILE TECHNOLOGIES POLICY**

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| **Rationale**  To explain to our school community the Department of Education and Wheelers Hill Primary School’s policy requirements and expectations relating to students using mobile phones [and other personal mobile devices] during school hours.  This policy applies to:   * All students at Wheelers Hill Primary School and, * Students’ personal mobile phones [and other personal mobile devices] brought onto school premises during school hours, including recess and lunchtime. | | |
| 1. **Guidelines**    1. **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.    2. Wheelers Hill Primary School understands that students may bring a personal mobile phone or other personal mobile device to school, particularly if they are travelling independently to or from school. At Wheelers Hill Primary School:  * Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours * Other mobile devices, such as smart watches, must be used only as a watch or in a manner otherwise agreed to by the school * Exceptions to this policy may be applied if certain conditions are met (see below for further information) * In emergency situations or when a parent or carer wishes to contact a child, they must communicate through the school’s office. | | |
| **Implementation**  **USE OF PERSONAL MOBILE PHONES OR OTHER PERSONAL DEVICES**   * 1. In accordance with the Department’s [DET Mobile Phones - Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy) issued by the Minister for Education, personal mobile phones and other personal mobile devices must not be used at Wheelers Hill Primary School during school hours, including lunchtime and recess, unless an exception has been granted.   2. Where a student has been granted an exception, the student must use their mobile phone only for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.   **SECURE STORAGE**   * 1. Mobile phones and other personal mobile devices owned by Wheelers Hill Primary School students or their families are considered valuable items and are brought to school at the owner’s risk. Please note that Wheelers Hill 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. Please refer to the Department’s [Claims for Property Damage and Medical Expenses](https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy) policy.   2. Where students bring a mobile phone to school, Wheelers Hill Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. During school hours, Wheelers Hill Primary School students are required to store their mobile phones in the lockable containers found in each classroom in Years 4-6. For students in Prep -3, mobile phones are to be presented to the school administration office where they will be placed in a lockable cupboard during school hours.   **ENFORCEMENT**   * 1. Students who use their mobile phones or other personal mobile device inappropriately at Wheelers Hill Primary School may be issued with consequences consistent with our school’s existing student engagement polices - *Student Wellbeing and Engagement* and *Code of Conduct* and *Bullying Prevention policy*.   At Wheelers Hill Primary School the *Mobile Phone and Mobile Technologies Policy* applies to **any use** of mobile phones or other personal mobile device **during school hours** (unless an exception has been granted) and particularly includes use:   * that disrupts the learning of others in any way * 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 toilets, changing rooms on excursions * during assessments   **EXCEPTIONS**  2.6 Exceptions to the policy:   * may be applied during school hours if certain conditions are met, specifically, where there are:   + Learning-related exceptions   + Health and wellbeing-related exceptions * can be granted by the principal or by the teacher for that class in accordance with the Department’s [DET Mobile Phones - Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy)   2.7 The categories of exceptions allowed under the Department’s [DET Mobile Phones - Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy) that are applied to students at Wheelers Hill Primary School are:  ***1. Learning-related exceptions***   |  |  | | --- | --- | | **Specific exception** | **Documentation** | | **For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty** | Individual Education Plan | | **For students who use a mobile phone to support language learning in an English as an Additional Language program** | Student Enrolment Forms |   ***2. Health and wellbeing-related exceptions***   |  |  | | --- | --- | | **Specific exception** | **Documentation** | | **Students with a health condition** | Student Health Support Plan |   2.8 Where an exception is granted, the student can only use the mobile phone or other personal mobile device for the purpose for which it was granted.  **CAMPS, EXCURSIONS AND EXTRACURRICULAR ACTIVITIES**  2.9 Wheelers Hill Primary School will provide student and their parents or carers with information about items that can and cannot be brought to camps, excursions, special activities and events, which includes personal mobile phones and other personal mobile devices such as smart watches  **EXCLUSIONS**  2.10 This policy does not apply to   * Out-of-school-hours events * Students travelling to or from school | | |
| 1. **Communication**   This policy will be communicated to our school community via the Compass portal and the school website. | | |
| 1. **Evaluation**   4.1 The Education Sub Committee will review the effectiveness of the school’s Mobile Phone and Mobile Technologies Policy on a cyclical basis in accordance with DET guidelines. | | |
| **Related policies and resources**   * [Student Engagement and Wellbeing Policy](https://www.wheelershillps.vic.edu.au/policies) * [Child Safety Code of Conduct policy](https://www.wheelershillps.vic.edu.au/policies) * [Bullying Prevention Policy](https://www.wheelershillps.vic.edu.au/policies) * [DET Mobile Phones - Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy) * [Weapons — Banning, Searching and Seizing Harmful Items](https://www2.education.vic.gov.au/pal/weapons/policy) * [Claims for Property Damage and Medical Expenses](https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy)   **Help for non-English speakers**  If you need help to understand the information in this policy please contact Leasyl Richards (Assistant Principal) | | |
| **Policy Area**  Student safety | **Ratified by School Council**  August 2022 | **Next review**  2025 |