

# MOBILE PHONE POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

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## PURPOSE

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

## SCOPE

This policy applies to:

1. All students at Beeac Primary School and,
2. Students' personal mobile phones and other personal mobile devices 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.

For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to the internet or have a similar functionality to a mobile phone such as smart watches and tablets.

## POLICY IMPLEMENTATION

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

At Beeac 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](#) issued by the Minister for Education, personal mobile phones must not be used at Beeac 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.

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## Secure storage

Mobile phones owned by students at Beeac 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 Beeac 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 [Claims for Personal Property](#)

If and when students bring a mobile phone to school, the classroom teacher will provide secure storage. Where the classroom teacher cannot provide secure storage, the phone will be stored with the principal. This will be communicated to new and returning teachers as part of yearly induction.

Secure storage is storage that cannot be readily accessed by those without permission to do so.

## Enforcement

Students who use their personal mobile phones inappropriately at Beeac Primary School may be issued with consequences consistent with our school's existing student engagement and behaviour policies. At Beeac Primary School inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted.

## Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school

## Exceptions

Exceptions to the policy may be applied during school hours if certain conditions are met and can be granted by the principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones — Student Use Policy](#) specifically:

- Learning related exceptions
- Health and wellbeing-related exceptions; and
- Exceptions related to managing risk when students are offsite.

### 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

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## 2. Health and wellbeing-related exceptions

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
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

Prior to each event, Beeac 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.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website communications platform (COMPASS)
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

### Related School Policies:

- Camps and Excursions Policy
- Complaints Policy
- Code of Conduct Policy
- Critical Incident Policy
- Digital Learning Policy
- Duty of Care Policy
- Student Engagement and Wellbeing Policy

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- Statement of Values and School Philosophy
- Yard Duty and Supervision Policy

The Department's Policy and Advisory Library (PAL):

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

Links to information for parents on DET website:

- [Mobile Phones in Schools](#)

## POLICY REVIEW AND APPROVAL

This policy will be reviewed within the school review cycle and/or updated to reflect changes in DET regulations or school circumstances.

Policy last reviewed	October 2022
Approved by	Principal
Consultation (Not required)	School Council noting October 2022
Next scheduled review date	October 2026