



MOBILE PHONES – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy, please contact [insert school contact details].

PURPOSE

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

SCOPE

This policy applies to:

1. All students at White Hills Primary School and,
2. Students' personal mobile phones and other personal 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 or have a similar functionality to a mobile phone such as smart watches."

POLICY

However, White Hills Primary School understands that students *may* bring a personal mobile phone to school, particularly if they are travelling independently to and from school. **White Hills Primary School prefers that students do not bring personal mobile phones to school.**

At White Hills Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours, from 8.50am - 3.30pm. This means Mobile Phones are switched off once students enter the school grounds in the morning.
- White Hills Primary School would prefer they are stored in classroom secure storage.
- 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 White Hills Primary School during school hours.

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.



Wearable Devices

Devices such as Smart Watches and other Wearable Technology must have notifications switched off during school hours.

Secure storage

Mobile Phones owned by students at White Hills 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 White Hills 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 White Hills Primary School's Personal Property Policy.

Where students bring a mobile phone to school, White Hills Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At White Hills Primary School, it is preferred that Grade 4-6 students hand their mobile phone to their classroom teacher who will then store phones in a secure tub, locked inside teacher offices during school hour. Grade P-3 students should hand their mobile phone to school administration for storage.

Enforcement

Students who use their personal mobile phones inappropriately at White Hills Primary School will be issued with consequences consistent with our school's existing behaviour management guidelines.

At White Hills 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 to:

- disrupt the learning of others
- send inappropriate, harassing or threatening messages or phone calls
- engage in inappropriate social media use including cyber bullying
- capture video or images of people, including students, teachers and members of the school community without their permission
- capture video or images in the school toilets, changing rooms, swimming pools and gyms

Use of a Mobile Phone during school hours will result in the following consequences:

1. Students will be asked to hand their phone to White Hills Primary School staff until the end of the day and a Mobile Phone Warning will be logged with a notification letter sent to parents.
2. Students will be asked to hand their phone to White Hills Primary School staff until the end of the day, a Reflection Time will be given and the student's parent will be required to collect the Mobile Phone from school.
3. Students will be asked to hand their phone to White Hills Primary School staff until the end of the day where students' parents will be contacted and asked to meet with school staff to collect the phone and discuss consecutive issues.

NB. In the event a student refuses to deliver their phone, a parent meeting will be organised immediately.



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 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, Behaviour 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

White Hills 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

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

COMMUNICATION

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- White Hills Primary School Wellbeing and Engagement Policy
- White Hills Primary School Personal Property Policy
- White Hills Primary School Behaviour Management
- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2020
Consultation	Staff & School Council
Approved by	Principal & shared with school council
Next scheduled review date	December 2023