


Skye Primary School
395 Ballarto Road,
Skye 3977

Mobile Phones



Policy 2022

	<p>Skye Primary School</p> <p>Mobile Phone Policy</p>	<p>Developed: 16th February 2022</p> <p>Review: 16th February 2025</p>
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Help for non-English speakers

If you need help to understand the information in this policy, please contact Skye Primary School Administration Office via telephone: 03 9786 1555 or email:

skye.ps@education.vic.gov.au

PURPOSE

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

SCOPE

This policy applies to:

- all students at Skye Primary School and,
- students' personal mobile phones and other personal mobile/digital devices brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

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

A mobile device is a device/phone/watch with access to a cellular (telecommunication) system, with or without a physical connection to a network.

POLICY

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

At Skye Primary School:

- students who choose to bring mobile phone/devices 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 device use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones/devices must not be used at Skye 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 device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile devices owned by students at Skye 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/device to school unless there is a compelling reason to do so. Please note that Skye 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 Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone/device to school, Skye Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Skye Primary School students are required to store their phones/devices at the administration office, students are required to hand their mobile device off in the morning before school and collect at the end of the school day.

Enforcement

Students who use their personal mobile devices inappropriately at Skye Primary School may be issued with consequences consistent with our school's existing student wellbeing and engagement policies.

At Skye Primary School inappropriate use of mobile devices is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile device:

- 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
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments.

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 — Student Use Policy](#).

The three categories of exceptions allowed under the Department’s [Mobile Phones — Student Use 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, who require their mobile device to monitor their condition – for example diabetes with pump and glucose monitoring	Student Health Support Plan

3. Exceptions related to managing risk when students are offsite

Specific exception	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 device for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Skye 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 devices.

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
- included in staff induction processes and staff training
- included in staff handbook/manual
- discussed at annual staff briefings/meetings
- discussed at parent information nights/sessions
- hard copy available from school administration upon request.

RELATED POLICIES AND RESOURCES

- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)
- [Student Health and Wellbeing policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	16 th February 2022
Approved by	Jane Briffa - Principal
Next scheduled review date	16 th February 2025