

Mobile Phones— Student Use Policy

Purpose

To explain to our school community the Department's and Ardmona Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices such as smart watches during school hours.

Scope

This policy applies to:

- All students at Ardmona Primary School
- Students' personal mobile phones and other personal mobile 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

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

At Ardmona Primary School:

- Students who need to bring mobile phones to school must have them switched off and securely stored during school hours at the office
- 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Ardmona 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.

Secure storage

Mobile phones and devices owned by students at Ardmona 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 or other to school unless there is a compelling reason to do so.



Please note that Ardmona 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](#).

Ardmona Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Ardmona primary School students are required to store their phones at the office.

Enforcement

Students who use their personal mobile phones inappropriately at Ardmona Primary School may be issued with consequences consistent with our school's existing student engagement policies *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

At Ardmona 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:

- 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 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	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



580 Turnbull Road
Ardmona Vic 3629

Phone: 03 5829 0273

Fax: 03 5829 0421

Email: ardmona.ps@edumail.vic.gov.au

www.ardmonaps.vic.gov.au

Keep up to date by following us on:



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

Ardmona 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:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

Related Policies and Resources

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

Review Cycle

Policy last reviewed	July 2022
Approved by	Principal
Next scheduled review date	July 2024



580 Turnbull Road
Ardmona Vic 3629

Phone: 03 5829 0273

Fax: 03 5829 0421

Email: ardmona.ps@edumail.vic.gov.au

www.ardmonaps.vic.gov.au

Keep up to date by following us on:

