

Woodend Primary School (Woodend Campus & Carlsruhe Annex) Mobile Phones - Student Use Policy

May 2024 – March 2027



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 54272455

PURPOSE

To explain to our school community DET and Woodend Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices (including Smart Watches and iPads) during school hours.

SCOPE

This policy applies to:

1. All students at Woodend Primary School and,
2. Students' personal mobile phones [and other personal mobile devices – iPads etc] 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.

POLICY

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

At Woodend Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored at the Admin Office, - during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents/carers should reach their child by calling the school's office.

Personal mobile phone use

In accordance with the DET's [Mobile Phones – Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Woodend Primary School during school hours, including lunchtime and recess, unless an exception has been granted for medical reasons (Principal's discretion).

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 owned by students at Woodend 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 Woodend 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.

Where students bring a mobile phone to school, Woodend Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Woodend Primary School, students are required to hand their mobile phones to the Admin Office, where it will be placed in a secure location.

Enforcement

Students who use their personal mobile phones inappropriately at Woodend Primary School may be issued with consequences consistent with our school's Student Wellbeing and Engagement policy and School Wide Positive Behaviour Expectations.

At Woodend Primary School, inappropriate use of mobile phones and devices is deemed to be **any use during school hours**, unless an exception has been granted.

Inappropriate use includes using mobile and phones and devices -

- 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 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, in accordance with DET'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	Student Health Support Plan

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

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

Woodend 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
- Students undertaking workplace learning activities, e.g. work experience
- Wearable devices

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 training
- Included in school newsletter
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2024
Consultation	Consultation is not mandatory but is recommended Consultation with School Council April 2024
Approved by	School Council May 2024
Next scheduled review date	March 2027 The recommended minimum review cycle for this policy is 3 to 4 years.