

## **MOBILE PHONE POLICY**

### **Purpose**

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

### **Scope**

This policy applies to:

1. All students at Canadian Lead Primary School and,
2. Students' personal mobile phones and other personal mobile devices such as smartwatches brought onto school premises during school hours, including recess and lunchtime.

### **Definitions**

**A mobile phone** refers to telephones with access to a cellular (telecommunication) system, with or without a physical connection to a network.

**Other personal mobile devices** refers to any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

### **Implementation**

Canadian Lead Primary School understands that students may need to bring a personal mobile phone or other personal mobile devices to school in particular circumstances, for example if they are travelling independently to and from school. In these cases parents/carers should communicate with their child's classroom teacher so that the school is aware of their need to have a mobile phone or communication device.

At Canadian Lead Primary School:

- Students who choose to bring mobile phones or personal mobile devices to school must switch them off and leave them at the school office immediately on arriving at school where they will be securely stored.
- Students may collect their phones or personal mobile devices at the end of the school day. They may be turned back on once the student had left the school grounds.
- 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 Canadian Lead 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 or personal communication devices owned by students at Canadian Lead 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 Canadian Lead 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. Please refer to the Department's [Personal Goods policy for more information](#).

Where students bring a mobile phone or personal communication device to school, Canadian Lead Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Canadian Lead Primary School students are required to store their phones at the school's administration office.

### Enforcement

Students who use their personal mobile phones or personal communication devices inappropriately at Canadian Lead Primary School will be issued with consequences consistent with our school's existing student engagement policies. At Canadian Lead Primary School inappropriate use of mobile phones or personal communication devices is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone or personal communication device:

- That 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 Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones 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 e.g. diabetes, where the mobile phone is used to record blood sugar levels	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

Canadian Lead 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 and personal communication devices.

### Exclusions

This policy does not apply to

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

### Related Policies

- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items – Department Policy](#)
- [Personal Goods – Department Policy](#)

### Evaluation

This policy will be reviewed every two years, or earlier as required.

Signed:  
Susan Knight  
Principal  
Date: February 2020

Signed:  
Sophie Akers  
School Council President  
Date: February 2020

This policy was reviewed by the Policy Subcommittee on:	N/A
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This policy was ratified by School Council on:	18 <sup>th</sup> February 2020
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