

# MOBILE PHONE POLICY

St. Georges Rd. Primary School



## Help for non-English speakers

If you need help to understand the information in this policy please contact St Georges Road Primary School on 03 58 313383.

Note that this is a ministerial policy formally issued by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006.

### **Rationale:**

- *Mobile phones are important modern day communication tools, essential in providing a safe and effective school environment. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed.*
- The Victorian Government takes the safe and responsible use of digital technologies, student safety and wellbeing, and the development of social skills and positive behaviour, very seriously.
- This new policy acknowledges that technology is increasingly affecting how students learn and communicate. For a small number of students with particular health and wellbeing needs, an exception to the policy may also be granted.

### **Definitions**

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

### **Aims:**

- *To utilise the benefits of mobile phones whilst managing the problems they can potentially cause.*

### **Implementation:**

- *Teachers in charge of all excursions and trips involving students must ensure a charged mobile phone provided by the school or similar appropriate communications devices accompany each trip.*
- *Staff mobile phones are not to be used during instruction time and professional learning meetings for personal use. This also applies to pre service teachers and work placement staff.*
- *Staff will be kept informed of Department of Education information relating to health effects of using mobile phones.*

- In accordance with the Department's Mobile Phones Policy issued by the Minister for Education, students personal mobile phones must not be used at St Georges Rd 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.
- *Students are not to bring personal mobile phones to school unless permission from the principal has been successfully sought by parents who have outlined the health, safety or personal reasons that justify the student being in possession of a mobile phone. Exceptions must be documented.*
- *A student phone must be registered and will be kept locked up at the front office before school and picked up at the end of the school day. This procedure will be implemented in the OSHC program and during school events which are outside of regular school hours.*
- *Students who bring wearable devices, iPads or other personal devices must have all notifications switched off during school hours.*
- *The school does not accept responsibility for lost or damaged student mobile phones.*
- *Mobile phones owned by students and staff are brought to school at their own risk. The school's insurance cover does not compensate damaged, lost or stolen personal mobile phones.*
- *Failure to follow this policy will be dealt with as documented in the Student Code of Conduct and Student Engagement and wellbeing policy*

### **Enforcement**

Students who use their personal mobile phones inappropriately may be issued with consequences consistent with our school's existing Student Engagement and Well Being policies and Student Code of Conduct

At St Georges Rd 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 Policy and must be documented.

**Related Policies and Resources**

- *Student Engagement and Wellbeing*,
- *Student Code of Conduct*
- Mobile Phones – Department Policy
- Personal Goods – Department policy

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	13.02.2025
Approved by	Principal
Next scheduled review date	13.02.2028