**MOBILE PHONES – STUDENT USE**

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**PURPOSE**

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

**SCOPE**

This policy applies to:

1. All students at Bolinda Primary School and,
2. Students’ personal mobile phones and other personal mobile devices 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**

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

At Bolinda Primary School:

* Students who choose to bring mobile phones to school must have them switched off and securely stored in their bags 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 phone use**

In accordance with the Department’s [Mobile Phones — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy) issued by the Minister for Education, personal mobile phones must not be used at Bolinda 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 owned by students at Bolinda 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 Bolinda 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 Bolinda Primary School’s Personal Property Policy AND/OR the Department’s [Claims for Property Damage and Medical Expenses policy](https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy).

Where students bring a mobile phone to school, Bolinda Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Bolinda Primary School students are required to leave their mobile phones in their bags until they leave the school grounds. Teachers may use discretion and ask the student to place their phone in a locked drawer while they are at school if they feel that this is in the best interests of the student’s learning and wellbeing.

**Enforcement**

Students are not allowed to use their mobile phones while attending Bolinda Primary School (unless granted an exception). Students who choose to do so may be issued with consequences consistent with our school’s existing student engagement policies, including our *Student Wellbeing and Engagement* *Policy* and*Bullying (including Cyber-Bullying) and Harassment Policy and Procedures*.

**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](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy).

The three categories of exceptions allowed under the Department’s [Mobile Phones — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/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 |

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**

Bolinda 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 events
* Travelling to and from school
* Wearable devices
* iPads and all other personal devices

**RELATED POLICIES AND RESOURCES**

* Bullying (including Cyber-Bullying) and Harassment Policy and Procedures
* Personal Property Policy
* Student Wellbeing and Engagement Policy
* [Mobile Phones — Student Use Policy](https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy)
* [Weapons — Banning, Searching and Seizing Harmful Items](https://www2.education.vic.gov.au/pal/weapons/policy)
* [Claims for Property Damage and Medical Expenses policy](https://www2.education.vic.gov.au/pal/claims-property-damage-and-medical-expenses/policy)

**REVIEW PERIOD**

This policy was last updated on 9 October 2020 and is scheduled for review in October 2023.