Tarnagulla Primary School

**MOBILE PHONES POLICY**

**Purpose**

To explain to our school community the Department’s and Tarnagulla 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 Tarnagulla 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’ also refers to any device that may connect to of have a similar functionality to a mobile phone such as smart watches or enabled iPads.

**Policy**

**Background**

Mobile phones are not used within the curriculum at Tarnagulla Primary School. Further, contact arrangements with students - including emergency contact, are clear and effective. The school therefore understands that mobile phones are not needed during the school day and therefore recommends that they are not brought to school. However, the School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Tarnagulla Primary School:

* Students who choose to bring mobile phones to school must have them switched off and securely stored 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 (03 5438 7355) or dedicated mobile phone (0400 099 298).

**Personal mobile phone use**

In accordance with the Department’s [Mobile Phones Policy](https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx) issued by the Minister for Education, personal mobile phones must not be used at Tarnagulla 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 phone/s owned by students at Tarnagulla 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 Tarnagulla 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 [Personal Goods](https://www.education.vic.gov.au/school/principals/spag/governance/pages/personalgoods.aspx) policy.)

Where students bring a mobile phone to school, Tarnagulla Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Tarnagulla Primary School students are required to have their phones stored in the designated locked cabinet in the staff room.

**Enforcement**

Students who use their personal mobile phones inappropriately at Tarnagulla Primary School may be issued with consequences consistent with our school’s existing student engagement polices.

At Tarnagulla 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](https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx).

The three categories of exceptions allowed under the Department’s [Mobile Phones Policy](https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx) 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. |

***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 |
| When students are offsite (not on school grounds) and unsupervised with parental permission | 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**

Tarnagulla 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

**Related policies and resources**

* Tarnagulla Primary School – Student Wellbeing and Engagement Policy
* [Mobile Phones – Department Policy](https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx)

**Review period**

This policy was last updated in September 2021 and is scheduled for review in September 2024.