

# MOBILE PHONES POLICY



## Help for non-English speakers

If you need help to understand this policy, please contact the school office

## PURPOSE

To explain to our school community the Department's and Delacombe 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 Delacombe 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

### Mobile phone

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

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

At Delacombe Primary School:

### Students:

- 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.

### **Staff**

- Staff should not use mobile phones unless on their designated break times. Special circumstances must be approved by the Principal
- Staff are not to post comments or upload images to their personal social media accounts during school hours.

### **Personal mobile phone use**

In accordance with the Department's Mobile Phones Policy ([Mobile Phones — Student Use Policy](#)) issued by the Minister for Education, personal mobile phones must not be used at Delacombe 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 Delacombe Primary School are considered valuable items and are brought to school at the owner's (student or parent/carers) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Delacombe 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. [Claims for Property Damage and Medical Expenses policy](#).

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

### **Enforcement**

At Delacombe 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. [Mobile Phones — Student Use Policy](#)

The three categories of exceptions allowed under the Department’s Mobile Phones Policy are:

#### 1. Learning-related exceptions

Specific exception Documentation  
 For specific learning activities (class-based  
 Unit of work, learning sequence  
 exception)

For students for whom a reasonable adjustment to  
 Individual Learning Plan, Individual  
 a learning program is needed because of a disability  
 Education Plan  
 or learning difficulty

#### 2. Health and wellbeing-related exceptions

Specific exception Documentation  
 Students with a health condition 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)  
 Risk assessment planning documentation  
 and unsupervised with parental permission

Students with a dual enrolment or who need to Risk assessment planning documentation undertake intercampus travel
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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**

Delacombe 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 & smart watches.

### **Exclusions**

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Wearable devices
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- students who are undertaking VET

## **COMMUNICATION**

This policy will be communicated by being published on the school's website and a copy will be available from the school during office hours.

## **FURTHER INFORMATION AND RESOURCES**

- Policy Advisory Library - Mobile Phones – Department Policy Ban, Search and Seize Harmful Items
- School Policy Templates Portal Personal Property (requires eduPass login)

## **POLICY REVIEW AND APPROVAL**

<b>Policy last reviewed</b>	Oct 2024
<b>Consultation</b>	Staff
<b>Approved by</b>	Principal
<b>Next scheduled review date</b>	Oct 2027