

Personal Mobile Devices Policy

PURPOSE

To explain to our school community Croydon Hills Primary School's policy requirements, and expectations regarding the safe and appropriate use of mobile phones and other personal mobile devices by students, at school or during school activities.

SCOPE

This policy applies to:

1. All students at Croydon Hills Primary School and,
2. All personal mobile phones and devices that are brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

A **mobile phone or device** is a device with access to a cellular (telecommunication) system, with or without a physical connection to a network. If the device is not connected to a network it is still deemed a mobile phone. A smartwatch is considered a mobile phone only when actively connected to a network.

POLICY

Croydon Hills Primary School understands that students may bring a mobile phone, device or smart watch to school, particularly if they are travelling independently to and from school. In these instances, students must have a mobile phone contract signed by both student and parent which outlines the guidelines for having a mobile phone on the school premises.

Students who choose to bring mobile phones or devices to school must have them switched off and securely stored at the General Office during school hours.

Students who bring a mobile device with cellular connection to school for educational purposes must have that function disabled during school hours. Eg: The Senior School BYO iPad program.

Students who bring a smartwatch with cellular connection must have that function disabled during school hours.

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 Croydon Hills Primary School during school hours, including lunchtime and recess.

Secure storage

Mobile phones and devices are owned by students at Croydon Hills 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 or device to school unless there is a compelling reason to do so. Please note that Croydon Hills 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 [Insurance for Schools](#) policy.

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

Enforcement

Students who use their personal mobile phones or devices at school may be issued with consequences consistent with our school's [Student Wellbeing and Engagement Policy](#) and [Digital Learning \(Internet Social Media and Digital Devices\) Policy](#).

At Croydon Hills Primary School inappropriate use of mobile phones or devices **is any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone or device:

- 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

In some circumstances, students' mobile phones or devices may be confiscated and stored securely at the school office.

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 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 Education Plan |

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) 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 or device for the purpose for which it was granted.

Camps and excursions

Students are not allowed to bring their mobile phones or devices on overnight school camps or excursions.

Exclusions

This policy does not apply to

- Travelling to and from school

RELATED POLICIES AND RESOURCES

- CHPS [Student Wellbeing & Engagement Policy](#)
- CHPS [Camps and Excursions Policy](#)
- CHPS [Digital Learning \(Internet, Social Media and Digital Devices Policy\)](#)
- DET [Mobile Phones — Student Use Policy](#)
- DET [Weapons — Banning, Searching and Seizing Harmful Items](#)
- DET [Claims for Property Damage and Medical Expenses policy](#)

REVIEW CYCLE

Ratified by School Council - December 2021

Review Date - November 2024