

# Personal Mobile Devices Policy

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## 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 by students, at school or during school activities.

## SCOPE

This policy applies to:

1. All students at Croydon Hills and,
2. All personal mobile devices that are 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.

## POLICY

Croydon Hills Primary School understands that students may bring a mobile phone 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 to school must have them switched off and securely stored 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 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 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 [Personal Goods](#) 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 at school may be issued with consequences consistent with our school's *Student Wellbeing and Engagement* policy. In some circumstances, students' mobile phones 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,
  - o Health and wellbeing-related exceptions; and
  - o 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 for the purpose for which it was granted.

#### Camps and excursions

Students are not allowed to bring their mobile phones on overnight school camps or excursions. The exception to this is the Year 6 Canberra Tour, where students are permitted to bring a device that does not contain a SIM card.

#### Exclusions

This policy does not apply to

- Travelling to and from school
- Student iPads brought to school for the one-to-one program

#### RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement Policy
- Digital Technologies Policy
- School Policy and Advisory Guide: [Students Using Mobile Phones](#)
- Mobile phone contract
- School Policy and Advisory Guide: [Students Using Mobile Phones](#)
- School Policy and Advisory Guide: [Ban, Search and Seize Harmful Items](#)

#### REVIEW PERIOD

Ratified by School Council - November 2019

Review Date - November 2021