

# MOBILE DEVICE Policy

## MOBILE PHONES – STUDENT USE



### Help for non-English speakers

If you need help to understand the information in this policy please contact Anna Duncan

### PURPOSE

To explain to our school community the Department's and Eagle Point Primary School policy requirements and expectations relating to students using mobile phones and devices including smart watches, tablet, laptops and all other electronic devices during school hours, camps and excursions.

### SCOPE

This policy applies to:

1. All students enrolled at Eagle Point 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 a smart watch, tablet, laptop or gaming device.

### POLICY

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

At Eagle Point Primary School:

- Parents who allow students to bring mobile phones to school understand that they must be switched off and securely stored whilst on school grounds and if the student is involved in a school organised activity
- 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](#) issued by the Minister for Education, personal mobile phones must not be used at Eagle Point Primary School during school hours or throughout an organised school activity, including lunchtime and recess, camps and excursions, 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.

### Staff Protocols

The school will provide a mobile telephone for staff use during camps, excursions and daily use.

Teachers in charge of all excursions and trips involving students must ensure the school's mobile phone or similar appropriate communications devices accompany each trip.

Staff may use personal devices during excursions and camps for the purpose of communicating with the school, parents and appropriate apps that are relevant to the excursion.

Staff mobile phones are not to be used for private use during class times unless permission has been sought from the Principal in exceptional circumstances.

The school mobile phone may be used to contact families or loved ones during overnight camps or if deemed necessary on excursions.

### Secure storage

Mobile phones and other devices owned by students at Eagle Point 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 Eagle Point 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 [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone or other device to school, Eagle Point Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Eagle Point Primary School students are required to store their phones either in their school bags or in the lock box located in the First Aid room. Mobile phones and other devices must be turned off and not accessed during school hours or whilst on camps and excursions. Devices such as smartwatches need to have access hours set so as to not be connected during school hours or whilst on camps and excursions.

### Enforcement

Students who use their personal mobile phones inappropriately at Eagle Point Primary School may be issued with consequences consistent with our school's existing student engagement policies: *Student Wellbeing and Engagement, Student Code of Conduct or Bullying Prevention policies.*]

At Eagle Point 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
- can be granted by the Principal, in accordance with the Department's [Mobile Phones — Student Use Policy](#).

#### *Health and wellbeing-related exceptions*

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A negotiated agreement between the school and parent.

Where an exception is granted, the student can only use the mobile phone or other device for the purpose for which it was granted.

### **Camps, excursions and extracurricular activities**

Eagle Point 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 and other devices.

### **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions as needed
- Hard copy available from school administration upon request

### **RELATED POLICIES AND RESOURCES**

- *Student Wellbeing and Engagement*
- *Code of Conduct*
- *Bullying Prevention*
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	April 2022
Consultation	School Council
Approved by	Principal
Next scheduled review date	April 2025