

MOBILE PHONES POLICY

STUDENT & STAFF USE

PURPOSE

To explain to the Alvie Primary School community our policy requirements and expectations relating to students and staff using mobile phones [and other personal mobile devices] during school hours in conjunction with the requirements of the Victorian Department of Education.

SCOPE

This policy applies to:

1. All students and staff members at Alvie 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 for the purpose of this policy is a telephone or other device with access to a cellular (telecommunication) system, with or without a physical connection to a network.

POLICY

At Alvie Primary School

- Students who choose to bring mobile phones to school must keep them switched off and securely stored in their personal school bag during school hours (unless arrangements are made with the school office for secure storage)
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents/carers should reach their child by calling the school's office.
- Staff members who choose to bring mobile phones to school must have them switched off or switched to silent mode upon arrival.

Personal and school 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 Alvie 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.

Staff member personal mobile phone usage is to be restricted to emergency and / or exceptional matters both inward and outward calls, whilst onsite.

School (mobile) phones are not to be used by staff members for private calls, with the exception that staff are permitted to contact families or loved ones during overnight excursions (camps) or if an excursion is returning late.

Staff usage of school mobile phones is to be limited to times when the school's landline phones cannot be used. Staff usage of school mobile phones will be on an as needs basis and will be subject to the Principal's approval.

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Mobile phone calls to/from parents are to be limited to a reasonable time in duration with texting to be considered as a more appropriate means of communication, and/or rescheduling of conversations/concerns on site at a mutually convenient time for both parties.

School Principal approval in writing for all off site usage of school mobile phones is to take place before a phone set leave the school site.

Photos and videos taken on school mobile phones are to be limited to work related matters only and are to be removed asap after being utilised by the staff member taking the photo/video clip. [DET "Confidentiality and Privacy Principles"](#) are to be adhered to at all times.

Secure storage

Mobile phones owned by students at Alvie 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 Alvie 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.

Where **students bring a mobile phone** to school, Alvie Primary School will provide secure storage at the school office. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Alvie Primary School students are required to store their phones in their school bags at all times unless arrangements are made with the school office.

The **school mobile phones** are to be stored in the office safe when not being used ie weekends/holidays.

Enforcement

Students who use their personal mobile phones inappropriately at Alvie Primary School may be issued with consequences consistent with the school's existing student engagement policies.

At Alvie 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:

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

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

Alvie 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

- Alvie Primary School *Student Wellbeing and Engagement Policy*
- Alvie Primary School *Bullying Prevention Policy*

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- Alvie Primary School *Inclusion and Diversity Policy*
- Alvie Primary School *Social Media Policy*
- Alvie Primary School *Photographing, Filming and Recording Student policy*
- *Digital Technologies Policy*
- [Mobile Phones – Department Policy](#)

Review cycle and evaluation

This policy was last updated in **June 2022** and is scheduled for review in **June 2025**

