



# ALBANY RISE PRIMARY SCHOOL

## STUDENT MOBILE PHONE & COMMUNICATION DEVICES POLICY

RATIFIED BY SCHOOL COUNCIL: DATE 19<sup>th</sup> February 2020      REVIEW DATE:2023

### PURPOSE:

- 1.1 To explain to our school community the Department's and Albany Rise Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.
- 1.2 To ensure the effective management of personal mobile phones as important modern day communication tools, essential in providing a safe and effective school environment.
- 1.3 To utilise the benefits of personal mobile phones whilst managing the problems they can potentially cause.

### SCOPE:

This policy applies to:

- All students at Albany Rise Primary School and,
- 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.

### GUIDELINES:

- 2.1 Teachers in charge of all excursions and trips involving students must ensure mobile phones or similar appropriate communications devices accompany each trip, as per excursion and camp policies. Staff phones are not for student use, except in emergency.
- 2.2 Albany Rise Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.
- 2.3 At Albany Rise Primary School:
  - Students who choose to bring mobile phones to school must have them switched off and securely stored at the office 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.
- 2.4 Students are not to bring personal mobile phones into school for use during school hours (8.45am – 3.45pm) unless permission from the principal has been successfully sought by parents who have outlined the health, safety or personal reasons that justify the student being in possession of a mobile phone at school.
- 2.5 Mobile phones belonging to students are to be handed over to the office at the start of the school day or upon arrival at school.
- 2.6 Students' mobile phones must not be brought to classes, meetings, assemblies or similar organised activities.
- 2.7 The principal may revoke a student's privilege of bringing mobile phones to school.
- 2.8 The school reserves the right to prohibit students from bringing mobile phones into certain spaces or during certain activities eg: exam rooms, physical education classes etc.



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### 2.10 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 Albany Rise 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.

### 2.11 Secure storage

Mobile phones owned by students at Albany Rise 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 Albany Rise 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](#).

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

### 2.13 Enforcement

Students who use their personal mobile phones inappropriately at Albany Rise Primary School may be issued with consequences consistent with our school's existing student engagement policies [e.g. *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying Prevention* policies.]

At Albany Rise 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 gym
- during exams and assessments

### 2.14 Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, and
- can be granted by the principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones Policy](#).



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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 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
Students on excursions and camps	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.

### 2.5 Camps, excursions and extracurricular activities

Albany Rise 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. As a general rule, students are not permitted to bring mobile phones on school camps.

### 2.6 Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events (except where specifically stated- eg School Disco)
- Travelling to and from school

References:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx>

ARPS Cyber Safety, e-Smart & Acceptable Use policy

Principal \_\_\_\_\_

School Council President \_\_\_\_\_

Date ratified by School Council: 19<sup>th</sup> February 2020

To be reviewed: 2023



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# ARPS POLICY