

## INFORMATION MANAGEMENT, SECURITY, AND TECHNOLOGY

### Mobile Phones Student Use Policy

#### PURPOSE

To explain to our school community the Department's and Springvale Rise Primary School's policy requirements and expectations relating to students using mobile phones, and other personal mobile devices, during school hours.

#### SCOPE

This policy applies to:

1. All students at Springvale Rise Primary School,
2. Students' personal mobile phones (and other personal mobile devices) brought onto school premises during school hours, including recess and lunchtime.
3. All school activities, including camps and excursions (which at times is beyond normal school hours).

#### DEFINITIONS

For the purpose of this policy, 'mobile phone' and other 'personal mobile devices' refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

#### POLICY

Springvale Rise Primary School understands that students may bring a personal mobile phone or device to school, particularly if they are travelling independently to and from school.

At Springvale Rise Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours. Devices are to be stored at the front office in lockable storage.
- The school will provide a lockable location to securely store all student mobile phones that are brought to school.
- When emergencies occur, parents or carers should reach their child by calling the school's office.
- Exceptions can be granted by the Principal. Exceptions must be documented.
- Wearable devices, must have all notifications switched off during the school day (eg. Smart watches).

# SPRINGVALE RISE PRIMARY SCHOOL



## 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 Springvale 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.

## Secure storage

Mobile devices owned by students at Springvale 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 Springvale 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. For further information, students, parents/carers should refer to the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Springvale Rise Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Springvale Rise Primary School, students are required to store their phone/device at the front office, handing it in when they first arrive at school and collecting it at the end of the school day.

## Enforcement

Students who use their personal mobile phones inappropriately at Springvale Rise Primary School may be issued with consequences consistent with our school's existing Digital Learning (Internet, Social Media and Digital Devices) policy, Student Wellbeing and Engagement Policy and Bullying Prevention Policy.

At Springvale 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 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
  - Exceptions related to managing risk when students are offsite.

# SPRINGVALE RISE PRIMARY SCHOOL



- Can be granted by the principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones — Student Use Policy](#).

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

Springvale 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.

## Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities (eg. work experience).

## FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - [Mobile Phones — Student Use Policy](#)
  - [Weapons — Banning, Searching and Seizing Harmful Items](#)
  - [Claims for Property Damage and Medical Expenses policy](#)
- Springvale Rise Primary School [website](#):
  - Student Wellbeing and Engagement Policy
  - Bullying Prevention Policy
  - Digital Learning (Internet, Social Media and Digital Devices) policy

## REVIEW CYCLE AND EVALUATION

This policy was last updated in June 2021 and is scheduled for review prior to the next school review in 2024, or if guidelines change.