

MOBILE PHONES POLICY – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy please contact 9347-4822.

PURPOSE

To explain to our school community the Department's and Carlton North Primary School's (CNPS) policy requirements and expectations relating to students using mobile phones.

SCOPE

This policy applies to:

1. All students at CNPS and,
2. Students' personal mobile phones 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 smart watches.

POLICY

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

At CNPS:

- Students who choose to bring mobile phones to school must have them switched off and securely stored 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.

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 CNPS 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 phones owned by students at CNPS 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 CNPS 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 CNPS Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy.](#)

Where students bring a mobile phone to school, CNPS will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At CNPS students are required to store their phones in their classroom's designated lockable cabinet.

Enforcement

Parents/Carers and students will be responsible for completing and returning the Mobile Phone Permission Form (Appendix A) at the beginning of each school year. The school is responsible for communicating the policy and permission form to families at the beginning of each school year.

Students who use their personal mobile phones inappropriately at CNPS will face consequences as sanctioned by the Principal.

At CNPS 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

Any student who is found with or has used a mobile phone during school time will have their phone confiscated and returned to the parent/guardian upon request.

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

The two categories of exceptions allowed under the Department's [Mobile Phones — Student Use Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
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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
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2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan

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

CNPS students are not permitted to bring their mobile phones on school camps, excursions or other special school activities and events, unless they qualify for an exception.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school

COMMUNICATION

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

- Available publicly on our school's website
- 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
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement Policy (available on CNPS website)
- Personal Property Policy (available on CNPS website)
- Bullying Prevention Policy (available on CNPS website)
- Digital Learning Policy (Internet, Social Media and Digital Devices)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2021
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Consultation	Education Subcommittee - October 2021
Approved by	Principal Rachel Corben
Next scheduled review date	3 to 4 years

APPENDIX A: MOBILE PHONE PERMISSION FORM

Parent/Carer Student Mobile Phone Permission Form

I have read and agree with the above policy in regards to the appropriate use of mobile phones at Carlton North Primary School.

I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist identifying a phone should the need arise (E.g. if lost, or if the phone is being used inappropriately).

I give my child permission to carry a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision.

I understand that upon arrival at school my child will hand in the phone to their class teacher or appropriate staff member.

Parent/Carer Name (please print): _____

Parent/Carer Signature: _____

Date: _____

Student Name (please print): _____

Mobile Phone Number: _____

Student Signature: _____

Date: _____

Reason for mobile at school:
