

Mobile Phone Policy

Responsibility	Principal
Reviewed by Council	June, 2024
Due for Review	June, 2027



Help for non-English speakers

If you need help to understand the information in this policy, please contact Wooranna Park Primary School via phone (03) 9795 2007 or email wooranna.park.ps@education.vic.gov.au.

Purpose	To explain to our school community the Department's and Wooranna Park 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: <ol style="list-style-type: none">1. All students at Wooranna Park 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 smart watches.
Policy	Wooranna Park Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school. At Wooranna Park Primary School <ul style="list-style-type: none">• 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 <i>Mobile Phones — Student Use Policy</i> issued by the Minister for Education, personal mobile phones must not be used at Wooranna Park 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 phones owned by students at Wooranna Park 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 Wooranna Park 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, Wooranna Park Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without

	<p>permission to do so. At Wooranna Park Primary School students are required to hand their phones into the school administration office to be placed in a locked container in the school's strong room.</p>												
<p>Enforcement</p>	<p>Students who use their personal mobile phones inappropriately at Wooranna Park Primary School may be issued with consequences consistent with our school's existing student engagement policies.</p> <p>At Wooranna Park 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:</p> <ul style="list-style-type: none"> • 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 												
<p>Exceptions</p>	<p>Exceptions to the policy:</p> <ul style="list-style-type: none"> • may be applied during school hours if certain conditions are met, specifically, <ul style="list-style-type: none"> ○ 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 <i>Mobile Phones — Student Use Policy</i>. <p>The three categories of exceptions allowed under the Department's <i>Mobile Phones — Student Use Policy</i> are:</p> <p>1. Learning-related exceptions</p> <table border="1" data-bbox="357 1420 1449 1675"> <thead> <tr> <th>Specific exception</th> <th>Documentation</th> </tr> </thead> <tbody> <tr> <td>For specific learning activities (class-based exception)</td> <td>Unit of work, learning sequence</td> </tr> <tr> <td>For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty</td> <td>Individual Learning Plan, Individual Education Plan</td> </tr> </tbody> </table> <p>2. Health and wellbeing-related exceptions</p> <table border="1" data-bbox="357 1783 1449 1935"> <thead> <tr> <th>Specific exception</th> <th>Documentation</th> </tr> </thead> <tbody> <tr> <td>Students with a health condition</td> <td>Student Health Support Plan</td> </tr> <tr> <td>Students who are Young Carers</td> <td>A localised student record</td> </tr> </tbody> </table>	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	Specific exception	Documentation	Students with a health condition	Student Health Support Plan	Students who are Young Carers	A localised student record
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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
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	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

Wooranna Park 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.

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
- Made available in hard copy from the school office upon request

Related policies and resources

Department's Policy and Advisory Library (PAL):

- [Mobile Phones – Student Use](#)

Policy Review and Approval

Policy last reviewed:	June 2024
Policy consultation:	Staff via staff newsletter on 14 June 2024 School Council on 25 June 2024
Policy approved by:	Principal
Next scheduled review date:	June 2027