

Bundoora Primary School Policy Manual	Mobile Phone Policy	Written June 2019
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If further information is required, please refer to the DET Policy Guidelines.

1. VISION

That the school community understand the Departments policy requirements and expectations relating to students using mobile phones during school hours.

That staff and students at Bundoora Primary School (BPS) will demonstrate the safe and appropriate use of mobile phones at school and during school activities.

2. ACTIONS

This policy applies to all students and their personal mobile phones, brought onto school grounds during school times.

Mobile Phone Definition: a telephone with access to cellular telecommunications system, with or without a physical connection to a network.

Bundoora Primary understands that:

- students may need to bring a mobile phone to school, particularly if they are travelling independently to and from school or to extra-curricular activities;
- staff may need to use mobile phones for personal use and for undertaking some of their teaching duties, whilst on school property;
- staff will, on occasion, use mobile phones to take photos of students and staff for display and advertising purposes. This will only occur for students with completed media permission forms.
- Exceptions to this policy may be applied if certain conditions are met. (see below)

Bundoora Primary School states that during school hours:

- mobile phones owned by students must be switched off, and handed in to the school office prior to the bell at 8.55am or upon arrival at school;
- all mobile phones owned by students will be stored in a locked box during school hours.
- students are not permitted to access their mobile phones;
- staff are to use their mobile phones for emergency or school use only during learning times, when permitted by a member of staff.

At no time are staff or students at BPS to use a mobile phone to:

- disrupt the learning of others;
- send inappropriate, harassing, intimidating or threatening images, photos, messages or make inappropriate phone calls;
- engage in inappropriate social media use including cyber bullying;
- capture video or images of people, including students, teachers and members of the school community without their permission;
- capture video or images in the school toilets, changing areas or gym.

Students who access and use their mobile phone inappropriately at school may incur consequences consistent with our school's *Student Wellbeing and Engagement* and/or *Bullying Policies*.

In some circumstances, students' mobile phones may be confiscated and stored securely in the school office until parents/carers are notified.

Staff who use their mobile phones inappropriately will be dealt with by the Principal or Principal's delegate in the manner appropriate to the breach involved.

Insurance

Students are responsible for their mobile phones. Please note that BPS does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including mobile phones, which may be brought to school. Students are responsible for all items that they bring to school.

Camps and excursions

In most circumstances, students will not be allowed to bring their mobile phones on school camps or excursions. BPS will provide students and their parents/carers with specific information about items that can and cannot be brought to camps, special activities and events before sanctioned school event.

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 Policy](#).

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
Students who are Young Carers	A localised student record

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.

3. REVIEW

The *Mobile Phone Policy* will be reviewed every three- four years as per DET regulations or as required, as part of the school's policy review process.

4. RELATED POLICIES

- [Mobile Phones – Department Policy](#)
- [Personal Goods – Department policy](#)

