

MOBILE PHONE POLICY



Help for non-English speakers



If you need help to understand this policy, please contact our School Welfare Officer or a member of our front office administration team.

Purpose

To explain to our school community the Department's and Cambridge 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 Cambridge 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

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

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

At Cambridge Primary School:

- 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.

Implementation:

- Teachers in charge of all excursions or camps, involving students must ensure they are carrying appropriate communications devices on each trip.
- The school does not accept responsibility for lost or damaged student or staff mobile phones unless being used by the teacher in charge of an excursion or camp.
- Mobile phones must not cause disruptions to classes or individuals and must not cause a nuisance to the smooth running of the school.
- Students misusing personal mobile phones at school or causing a nuisance will be brought to the attention of the principal. The principal may revoke a student's privilege of bringing a mobile phone to school.
- Students who bring personal mobile phones to school must hand their phones into the school office in the morning and collect them again at the end of the school day.
- **The school does not accept responsibility for lost, stolen or damaged student mobile phones.**
- Staff must not use their mobile phones in classes, meetings, assemblies or similar organised activities for personal use unless approved by the principal.
- Staff should not use mobile phones unless on their designated break times or unless there are special circumstances approved by the principal.
- Staff are not to post comments or upload images to their personal social media accounts during school hours.
- The school will discourage the use of mobile phones in the classroom unless they can be appropriately incorporated into the learning program.
- The school will take disciplinary action against any student or staff member who:
 - Photographs or films other individuals without their consent.
 - Sends harassing or threatening messages.
- When emergencies occur, parents or carers should reach their child by calling the school office.
- Students or staff misusing personal mobile phones at school or causing a nuisance will be brought to the attention of a Principal Class Officer. The Principal Class Officer will follow appropriate school or DET process in managing these situations.
- **Staff must not have photos of students on their personal phones. If a staff member is required to take a photo of a child (eg in the case of an accident, for a School FaceBook post, for school promotional material), it is to be emailed to the person in charge and then deleted immediately.**

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 Cambridge 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 Cambridge 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 Cambridge 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 [Claims for Property Damage and Medical Expenses policy](#).

Where students bring their own mobile phone to school, Cambridge Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Cambridge Primary School students are required to store their phones in a lockable cupboard that the teacher has allocated within each respective classroom.

Any student that brings a mobile phone or device to school that is not their own (e.g. parents phone or phone belonging to a sibling), the phone will be taken and stored securely at the main office. Parents / Adults will then be notified so that they can retrieve the phone. Staff from the wellbeing team will speak to the student involved to ensure they understand the rules around phone use and not bringing property to school that is not their own.

Enforcement

Students who use their personal mobile phones inappropriately at Cambridge Primary School may be instructed by staff to hand over the item(s). If the student refuses to hand over the item the school will implement consequences consistent with our school's existing student engagement policy including Bullying Prevention, Digital Technologies and Student Wellbeing and Engagement.

At Cambridge 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.
- 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 three categories of exceptions allowed under the Department's [Mobile Phones — Student Use 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

Note: Some examples of health and wellbeing related exceptions may include: a student with diabetes may use their mobile phone to monitor their blood sugar; a young carer providing care to a parent with health issue may need to use their mobile phone to discuss health issues with medical professionals and the person they are caring for, during the school day.

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	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

Cambridge 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 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
- Hard copy available from school administration upon request

Evaluation:

- This policy will be reviewed as part of the school's review cycle.

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
August 2024	August 2027	58	4	Nov. 2009