

ROLLINS PRIMARY SCHOOL

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MOBILE PHONE POLICY (INC. Minister's Order)

PURPOSE

To explain to our school community the Department's and Rollins Primary School's policy requirements and expectations relating to students using mobile phones during school hours.

SCOPE

This policy applies to:

1. All students at Rollins Primary School
2. Staff of Rollins Primary School
3. 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.

POLICY

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

At Rollins 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.

Personal mobile phone use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Rollins 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 Rollins 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 Rollins 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 Rollins Primary School's Personal Property Policy AND/OR the Department's Personal Goods policy.

Where students bring a mobile phone to school, Rollins Primary School will provide secure storage in the office. Secure storage is storage that cannot be readily accessed by those without permission to do so.

Enforcement

Students who use their personal mobile phones inappropriately at Rollins Primary School may be issued with consequences consistent with our school's existing student engagement policies *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

At Rollins 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 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.

Camps, excursions and extracurricular activities

Rollins 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
- Wearable devices
- iPads and all other personal devices

POLICY FOR STAFF

The school recognises that staff will bring their mobile phones to work and that they will be used within the parameters of this policy.

- The use of mobile phones is restricted to break and lunchtimes. At all other times of the day staff mobile phones will be switched off or on silent mode. (*Batesford campus excepted due to being a country campus*)
- Staff are expected to take their mobile phones out with them on yard duty. Should a major incident occur, they will be required to contact the office for further assistance.
- Under no circumstances should mobile phones be used during class time unless it's to mark roll via COMPASS application. *Laptops and/or iPads should be preferred options for this as well as for time keeping, camera and video requirements.*
- Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty or during meetings.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children without specific permission.
- Staff are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting.

Parents, visitors and contractors are respectfully requested not to use their mobile phones in any area where children are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others e.g. the staffroom or school office.

Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

RELATED POLICIES AND RESOURCES

- [Student Wellbeing and Engagement](#)
- [Personal Property](#)
- [Bullying](#)
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

REVIEW PERIOD

This policy was last updated on December, 2019 and is scheduled for review on December 2023