

# OATLANDS PRIMARY SCHOOL

## MOBILE PHONE - STUDENT USE POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact our school office on 9705 6055.

### PURPOSE

To explain to our school community the Department's and Oatlands Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices, such as smartwatches, during school hours.

### SCOPE

This policy applies to:

1. All students at Oatlands Primary School and,
2. Students' personal mobile phones and other personal mobile devices, such as smartwatches, 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 **smartwatches**.

A **smartwatch** is a mobile device with a touchscreen display, designed to be worn on the wrist. It is a watch that offers extra functionality and connectivity on top of the features offered by standard watches - these include, but are not limited to: camera apps, video recording apps, games apps and bluetooth capabilities.

### POLICY

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

## **At Oatlands Primary School:**

### **Mobile Phones:**

- Students will have their mobile device turned off when in the school grounds, during school hours.
- Students will give their mobile phone to their classroom teacher, as they enter the classroom at the beginning of the day.
- Teachers will secure the devices during the school day - this could be in a cabinet, drawer or office.
- Teachers will distribute the phones to students at the end of the school day (3:30pm)
- 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.

### **Smartwatches/digital watches:**

- Students will have their smartwatch device turned off when in the school grounds, during school hours.
- Students will give their smartwatch to their classroom teacher, as they enter the classroom at the beginning of the day.
- Teachers will secure the smartwatch during the school day - this could be in a cabinet, drawer or office.
- Teachers will distribute the smartwatch to students at the end of the school day (3:30pm)
- 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.
- Note: If the student is wearing a digital watch for the purpose of telling the time, it must not have any apps similar to a smartphone i.e camera app, video functions, messaging etc - this will be checked by the classroom teacher. If it does, it will need to comply with the above requirements.

### **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 Oatlands 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 and smart watches owned by students at Oatlands Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carers)

risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so.

Please note that Oatlands 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 *Oatlands Primary School's Personal Property Policy*.

Where students bring a mobile phone or smartwatch device to school, Oatlands Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Oatlands Primary School student mobile phones and smart watches will be secured in the student's classroom, in their teachers' cabinet, drawer or desk.

## **Enforcement**

Students who use their personal mobile phones and/or smartwatches inappropriately at Oatlands Primary School may be issued with consequences consistent with our school's *Acceptable Use Agreement*.

At Oatlands Primary School, the inappropriate use of mobile phones and/or smartwatches includes any use during school hours, unless prior permission has been granted, with particular emphasis on the use of mobile phones.

Examples of inappropriate use includes:

- Disrupting the learning of others
- Sending inappropriate, harassing, or threatening messages or phone calls
- Engaging in inappropriate social media use, including cyberbullying
- Capturing video or images of people (students, teachers, or school community members) without their permission
- Capturing video or images in school toilets, changing rooms, swimming pools, or gym
- Accessing apps and programs on the device
- Communicating with parents, friends, or others during school hours while on school grounds (e.g., sending/receiving messages, making/receiving phone calls)

## **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)	N/A
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	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 or smartwatch for the purpose for which it was granted.

## **Camps, excursions and extracurricular activities**

Oatlands 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)
- 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 a Term 1 newsletter
- Included in staff handbook/manual - online policy folder
- Included in transition and enrolment packs
- Hard copy available from school administration upon request

## **RELATED POLICIES and RESOURCES**

- Acceptable Use Agreement
- Personal Property Policy

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	November 2024
Approved by	Principal and School Staff
Next scheduled review date	2025/26