

Mobile Phones Policy 2021

1. RATIONALE

Templestowe Park Primary School understands that students may bring a mobile phone to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

This policy applies to all students and staff at Templestowe Park Primary School (to be read in conjunction with the school's Mobile Devices Policy) regarding mobile phones brought onto school premises during school hours, including recess and lunchtime.

2. GOALS

- 2.1 To explain to our school community the Department of Education and Templestowe Park Primary School's policy requirements, and expectations relating to students using mobile phones (and other personal mobile devices) during school hours.

3. IMPLEMENTATION

3.1 **Students**

At Templestowe Park Primary School:

- Students who choose to bring mobile phones to school must have them switched off, given to the classroom teacher for secure storage 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 — Student Use Policy issued by the Minister for Education, personal mobile phones must not be used at Templestowe 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.

3.2 **Secure Storage**

Mobile phones owned by students at Templestowe 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 Templestowe 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. Refer to the Department of Education's [Claims for Property Damage and Medical Expenses policy](#).

In the event that a mobile phone is brought to school, students will follow protocols agreed with their teacher for the storage of their phone. This may include a locked cabinet in the classroom.

3.3 Enforcement

Students who use their personal mobile phones inappropriately at Templestowe Park Primary School may be issued with consequences consistent with the school's Student Wellbeing and Engagement Policy and the Anti Bullying policy.

At Templestowe Park Primary School inappropriate use of mobile phones is any use during school hours, unless an exception has been granted, and particularly using 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.

3.4 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](#).

3.5 Camps, excursions and extracurricular activities

Templestowe 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.

3.6 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 (Please see Mobile Devices policy)
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience

3.7 Staff

Staff are requested to only use their mobile phone during non-teaching time, eg recess and lunch time breaks.

During staff meetings, professional development sessions and teaching time, staff owned mobile phones are to be turned off or on silent.

While staff are encouraged to carry mobile phones when on yard duty, this is for emergency purposes only. In the unlikely event of having to call an ambulance during recess or lunch time play, a staff mobile phone can be used to call 000 immediately as

opposed to using a 'walky talky' to contact the school who would make the emergency call. While a staff member is on yard duty, a playground emergency is the only justification for a mobile phone to be visible.

4. RELATED POLICIES AND RESOURCES

- TPPS Student Wellbeing and Engagement Policy
- TPPS Digital Technologies Policy
- TPPS Mobile Devices Policy
- Policy Advisory Library: Mobile Phones — [Student Use Policy](#)

5. EVALUATION

This policy was last reviewed by leadership staff and the Education Sub Committee and updated in September 2021 and is scheduled for review in August 2024.