



# Students Using Mobile Phones POLICY

The Minister for Education released a new [Students Using Mobile Phones Policy](#) for all Victorian government schools on **7 October 2019**. This policy requires that **from Term 1 2020**, students who choose to bring mobile phones to school must have them switched off and securely stored during school hours, including recess and lunchtime.

## Purpose of this policy

To explain to our school community the Department's and Ocean Grove 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 Ocean Grove 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

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 smart watches.

## POLICY

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

At Ocean Grove 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 (5255 1340).

### 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 Ocean Grove 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 Ocean Grove 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 Ocean Grove Primary School does not have accident insurance for accidental property damage or theft. Refer to the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Ocean Grove Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Ocean Grove Primary School students are required to store their phones at the Administration Office. Students will place their switched off phone in a named, zipped bag to be stored in the Administration area.

## **Enforcement**

Students who use their personal mobile phones inappropriately at Ocean Grove Primary School may be issued with consequences consistent with our school's existing policies such as Student Well Being and Engagement policies and the Inappropriate use of ICT that families are given at the start of the year in conjunction with the Acceptable Use Agreement.

At Ocean Grove 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*

### *2. Health and wellbeing-related exceptions*

### *3. Exceptions related to managing risk when students are offsite*

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**

Ocean Grove 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.

## RELATED POLICIES AND RESOURCES

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

This policy was last updated on **March 4<sup>th</sup>, 2020** and is scheduled for review in **March, 2022**.