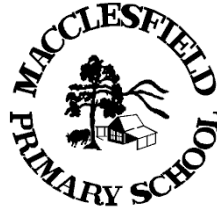


# MOBILE PHONE / MOBILE DEVICES

Document ID: Macclesfield Primary School



**Version: V1**

**Approval Date: 2018**

<b>Date</b>	<b>Version</b>	<b>Section/s</b>	<b>Reason/Nature for Amendment</b>
2014	01		
2019	02	All	Update to DET guidelines (2020 implementation)

**Preamble:**

The use of telecommunications technology has now become the norm rather than the exception for many of our families. Students, parents and teachers are accessing mobile phones and other mobile devices (eg tablets / iPads) as a matter as part of daily life. The increased ownership of mobile phones requires that schools, students, and parents take steps to ensure that mobile phones are used responsibly. This Policy is designed to ensure that potential issues can be clearly identified and addressed; ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

## 1. Rationale/Purpose

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

## 2. Aims/Objectives

To inform all members of our school community about the appropriate use of mobile phones at our school.

## 3. Scope

This policy applies to:

1. All students at Macclesfield Primary School and,
2. Students' personal mobile brought onto school premises during school hours, including recess and lunchtime.

## 4. Responsibilities

*Identifies and defines key roles, who is responsible, and scope of responsibility*

Who/Role	Responsibility
Staff	– Implement mobile phone policy and remind students of the school's requirements
students	– Follow the school's policy for mobile phones and other devices at school
School community	– Support the implementation of school policy

## 5. Implementation

### *Staff*

- 5.1 During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' mode.
- 5.2 Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty and during meetings.

### *Students*

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

At Macclesfield Primary School

- Students who choose to bring mobile phones to school must have them switched off and securely stored **at the school office** 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 Macclesfield 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 Macclesfield 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 Macclesfield 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.

Where students bring a mobile phone to school, Macclesfield Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Macclesfield Primary School students are required to store their mobile phones at the general office - handed into the school administration office to be placed in a lockable cupboard

### **Enforcement**

Students who use their personal mobile phones inappropriately at Macclesfield Primary School may be issued with consequences consistent with our school's existing student engagement policies. *Student Wellbeing and Engagement*

Step 1 (first occurrence) – phone confiscated and placed at general office

Step 2 (second occurrence) – phone confiscated and placed at general office and parent contacted

Step 3 (third occurrence) – phone confiscated and placed at general office – parent contacted and parent must collect phone from the school

At Example 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

### **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: (highlighted sections are examples and the school will consider other needs as possible exceptions)

### *1. Learning-related exceptions*

<b>Specific exception</b>	<b>Documentation</b>
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*

<b>Specific exception</b>	<b>Documentation</b>
Students with a health condition	Student Health Support Plan Monitoring
Students who are Young Carers	A localised student record

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

<b>Specific exception</b>	<b>Documentation</b>
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	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**

Macclesfield 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

- Travelling to and from school
- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Wearable devices
- iPads and all other personal devices

## 6. Supporting Legislation or References

Students Using Mobile Phones

<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx>

Photographing and Filming Students

<http://www.education.vic.gov.au/management/governance/spag/safety/supervision/photoandfilm.htm>

Personal Goods policy

<https://www.education.vic.gov.au/school/principals/spag/governance/pages/personalgoods.aspx>

## 7. Definitions

*Lists meaning of acronyms, or better defines ambiguous entities or statements.*

<i>Item</i>	<i>Definition</i>

## 8. Evaluation/Review Period

- This policy was last updated on [November 2019] and is scheduled for review on [November2022].

## 9. Appendices / Related Documents

<i>Document Number/Name</i>	<i>Appended / Where filed</i>