



MOBILE PHONES POLICY – STUDENT USE

PURPOSE

To explain to our school community the Department's and The Lake 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 The Lake 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

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

At The Lake 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/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 The Lake 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 only 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 The Lake 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 The Lake 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's [Personal Goods policy](#).

Where students bring a mobile phone to school, The Lake Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At The Lake Primary School students are required to hand their mobile phone into the school administration office upon arrival where it will be placed in a lockable space. Students return to the administration office at the end of the day for collection. At this point, students may check their mobile phone outside the administration office – this is the only area where mobile phones are to be visible. After this, mobile phones must be placed away and not used until off school grounds. Should a student fail to hand in their mobile phone at the beginning of the school day, the mobile phone will be confiscated and must only be collected by a parent/carer. A 'Red Card' will also be issued for this non-conforming behaviour.

Enforcement

Students who use their personal mobile phones inappropriately at The Lake Primary School will be issued with consequences consistent with our existing policies – Student Management; Student Wellbeing and Engagement; Code of Conduct and Bullying Prevention.

At The Lake 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 two categories of exceptions allowed are:

1. 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

2. 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

The Lake Primary School will provide students and their parents/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

RELATED POLICIES AND RESOURCES

- Student Management
- Student Wellbeing and Engagement
- Code of Conduct
- Bullying Prevention

REVIEW PERIOD

This policy was last updated and endorsed on 31/03/2022 and is scheduled for review in 12 months.