

# BIG HILL PRIMARY SCHOOL

## MOBILE PHONES – STUDENT USE POLICY

### PURPOSE

To explain to our school community the Department's and Big Hill 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 Big Hill Primary School and,
2. Students' personal mobile phones, smart watches and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime, on arrival at school in the morning and before departing school grounds in the afternoon.

### DEFINITIONS

**A mobile phone** is a telephone, or any device that may connect to or have similar functionality to a mobile phone such as smart watches, with access to a cellular (telecommunication) system, with or without a physical connection to a network.

### POLICY

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

At Big Hill Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours, including on arrival at school and after leaving the school grounds
- 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 Big Hill Primary School during school hours, including lunchtime and recess, before school and after school before departure, 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 devices owned by students at Big Hill 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 and devices to school unless there is a compelling reason to do so. Please note that Big Hill 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, Big Hill Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Big Hill Primary School students are required to store their phones and devices by handing them into the school administration office to be placed in a lockable cupboard etc.

### Enforcement

Students who use their personal mobile phones or devices inappropriately at Big Hill Primary School may be issued with consequences consistent with our school's existing student engagement and wellbeing policies and the Big Hill Primary School Behaviour Management Flowchart.

At Big Hill Primary School, inappropriate use of mobile phones and devices 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

Specific exception	Documentation
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

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
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

Big Hill 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 or devices.

### Exclusions

This policy does not apply to

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

### RELATED POLICIES AND RESOURCES

- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

### REVIEW PERIOD

This policy was last updated in February 2023 and is scheduled for review on February 2027