



Policy Title	Mobile Phone Policy- Student Use		
Ratified at S.Council			
Updated on	Term 1 2022		
Reviewed by	Leadership	Date	22.2.22

PURPOSE

To explain to our school community the Department's and Bairnsdale West 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 Bairnsdale West 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 device is an electronic device with access to a cellular (telecommunication) system, with or without a physical connection to a network.

POLICY

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

At Bairnsdale West 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.

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 Bairnsdale West 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 devices owned by students at Bairnsdale West 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 Bairnsdale West Primary School does not have accident insurance for accidental property damage or theft.

Where students bring a mobile phone to school, Bairnsdale West Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Bairnsdale West Primary School students are required to store their phones either in their bags, handed into the school administration office to be placed in a lockable drawer within their classroom.

Enforcement

Students who use their personal mobile phones inappropriately at Bairnsdale West Primary School may be issued with consequences consistent with our school's existing student engagement policies *Student Wellbeing and Engagement* and *Anti Bullying/ Cyber Safety* policies.

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](#).

Camps, excursions and extracurricular activities

Bairnsdale West 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.

EVALUATION:

- This policy is to be reviewed every 4 years.

COMMUNICATION:

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in relevant staff induction processes
- Regularly in staff meetings
- Made available in hard copy from school administration upon request