

Mobile Device Policy

Rationale

To explain to our school community the Department's and Ormond Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices such as smartwatches, etc. during school hours.

Scope

This policy applies to:

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

Definition

Mobile device – a portable computing device such as smartphone, smartwatch or tablet with access to a cellular (telecommunication) system with or without a physical connection to a network.

Policy

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

At Ormond 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
- When emergencies occur, parents or carers should reach their child by calling the school's office.

Personal mobile device use

In accordance with the Department's *Mobile Phones — Student Use Policy* issued by the Minister for Education, personal mobile phones must not be used by students at Ormond 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.

Personal mobile devices must not be used:

- 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.

Students who use their mobile phone inappropriately at school may be issued with consequences consistent with our school's Student Wellbeing and Engagement and/or Bullying Prevention policies.

Secure Storage

Mobile phones owned by students at Ormond 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 Ormond 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 device to school they must have them switched off and handed into the Office on arrival where they are stored during school hours.

Enforcement

Students who use their personal mobile devices inappropriately at Ormond Primary School will be instructed to hand over the item and if the student refuses, be issued with consequences consistent with our school's existing policies (e.g. Student Wellbeing and Engagement and/or Code of Conduct or Bullying policies).

At Ormond Primary School, students are to sign in their mobile phones at the Office on arrival at school. Therefore, 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,
- can be granted by the principal, in accordance with the Department's *Mobile Phones — Student Use Policy*.

The three categories of exceptions allowed under the Department's *Mobile Phones — Student Use Policy* are:

- learning-related exceptions

- health and wellbeing-related exceptions; and
- exceptions related to managing risk when students are offsite.

Camps, excursions and extracurricular activities

Ormond 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 devices.

Exclusions

This policy does not apply to travelling to and from school.

RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement,
- Code of Conduct
- Bullying Prevention Policy
- Health Care Needs Policy
- Diabetes Policy
- Digital Learning Policy
- Department's *Mobile Phones — Student Use Policy*

Evaluation

This policy will be reviewed every three years (or as required) as part of the school's review cycle.