



# Rutherglen Primary School

## Mobile Phones Policy

**Principal: Karryn Williams**

**School Council President: Marika Partridge**

<b>Date Approved:</b>	June 2023
<b>Approved By:</b>	School Council
<b>Next Review Date:</b>	June 2026
<b>Responsible for Review:</b>	Principal
<b>References:</b>	Victorian Government Schools Policy and Advisory Library



## MOBILE PHONES POLICY

### PURPOSE

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

### SCOPE

This policy applies to:

1. All students at Rutherglen 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

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

At Rutherglen 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 Rutherglen Primary School during school hours, including before and after school whilst on school grounds, and 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 Rutherglen 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 Rutherglen 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 Rutherglen Primary School Personal Property Policy

Where students bring a mobile phone to school, Rutherglen Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Rutherglen Primary School students are required to hand their phones to their classroom teacher to be stored in our school's mobile phone lockable safe during school hours.

### Enforcement

Students who use their personal mobile phones inappropriately at Rutherglen Primary School may be issued with consequences consistent with our school's *Student Wellbeing and Engagement Policy* and *Bullying Prevention Policy*.

At Rutherglen 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 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: Learning-related exceptions, Health and wellbeing-related exceptions, Exceptions related to managing risk when students are offsite. At Rutherglen Primary School the only exception that applies is

#### 1. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan

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**

Rutherglen 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

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- iPads and all other personal devices – all notifications must be switched off

## **COMMUNICATION**

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

- Available publicly on our school's website
- Included in school newsletter
- Hard copy available from school administration upon request
- Discussed at annual staff briefings/ meetings

## **RELATED POLICIES AND RESOURCES**

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