



# MOBILE PHONES

## PURPOSE

To explain to our school community the Department and Gardenvale 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 Gardenvale 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

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

Gardenvale Primary School understands that students may bring a mobile phone to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

At Gardenvale Primary School:

- Students who choose to bring mobile phones and other personal mobile devices such as Smart watches to school must have them switched off and handed to the classroom teacher at the start of the school day. These items can be collected by students from the classroom at the end of the school day.
- 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Gardenvale 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, in a safe, ethical and responsible manner.

### Secure storage

Mobile phones owned by students at Gardenvale 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



Gardenvale 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 [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, they will be securely stored in the classroom.

## Enforcement

Students who use their personal mobile phones inappropriately at Gardenvale Primary School may be issued with consequences consistent with our school's existing student engagement policies - *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

At Gardenvale Primary School inappropriate use of mobile phones refers to **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 relating to:
  - 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 — Student Use Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones — Student Use 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
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### *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

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**

Gardenvale 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.

In most circumstances, students will not be allowed to bring their mobile phones on any school activity including school camps or excursions.

Unauthorised student mobile phones will be confiscated until the end of the school day or the completion of the off- site programs such as camps.

### **Exclusions**

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school

## COMMUNICATION

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

- Available publicly on our school's website and Compass
- Included in staff induction processes and staff training
- Link to policy on staff drive
- Discussed at staff briefings/meetings as required
- Link included in transition and enrolment packs
- Discussed at parent information nights/sessions as required
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement, Child Safety Code of Conduct, Personal Property, Bullying Prevention  
<https://www.gardenvaleps.vic.edu.au/policies>  
<https://www.gardenvaleps.vic.edu.au/child-safe-standards>
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)



- [Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2023
Consultation	Staff: 3/9/23 SRC: 5/10/23 Education: 8/9/23 School Council: 17/10/23
Approved by	Principal: 6/10/23
Next scheduled review date	October 2026