

# TARNEIT RISE PRIMARY SCHOOL DIGITAL MOBILE PHONE, STUDENT USE POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 7002 6580

## PURPOSE

To explain to our school community the Department's and Tarneit Rise Primary School's policy requirements and expectations relating to students using mobile phones, and other personal mobile devices (including iPads, tablets, smart watches and other wearable devices) during school hours.

## SCOPE

This policy applies to:

1. All students at Tarneit Rise 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

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

At Tarneit Rise Primary School:

- Students who choose to bring mobile phones or devices to school must have them switched off and hand them in to the school administration office as soon as they enter 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Tarneit Rise 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 Tarneit Rise 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 or device to school unless there is a compelling reason to do so. Please note that Tarneit Rise 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 or device to school, Tarneit Rise Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Tarneit Rise Primary School students are required to hand their phones into the school administration office as soon as they enter the school to be placed in a lockable drawer.

## Enforcement

Students who use their personal mobile phones inappropriately at Tarneit Rise Primary School may be issued with consequences consistent with our school's existing student engagement policies.

At Tarneit Rise 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 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 — 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  |

**3. Exceptions related to managing risk when students are offsite**

| Specific exception  | Documentation                          |
|---|--|
| Travelling to and from excursions   | Risk assessment planning documentation |
| Students on excursions and camps  | Risk assessment planning 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**

Tarneit Rise 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
- Wearable devices
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience

### COMMUNICATION

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

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

### RELATED POLICIES AND RESOURCES

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

|                  |               |
|------------------|---------------|
| Created date     | October 2017  |
| Policy Number    | 54            |
| Version Number   | 6             |
| Consultation     | Staff         |
| Endorsed by      | Principal     |
| Endorsed on      | November 2024 |
| Next review date | 2027          |