



GLEN HUNTLY PRIMARY SCHOOL MOBILE PHONE and WEARABLE DEVICE POLICY

Rationale

This policy outlines the requirements of the Minister for Education relating to students using mobile phones and electronic digital devices, during school hours and is Ministerial policy formally issued by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006 (Vic).

Glen Huntly Primary School (GHPS) recognises that mobile phones are an important communication tool. Some parents/guardians may request that their child bring a mobile phone to school for before and after school use to provide safety and security for their child. Mobile phones and wearable devices can be improperly used, lost or damaged and it is important that teaching and learning be conducted in an environment free from unnecessary distractions or disruptions. Mobile phones and wearable devices will therefore only be permitted at school where its usage is not detrimental to students or their learning and where responsibility for its safekeeping rests with the student.

It is also important to clarify that any electronic or digital device, that is capable of recording sound or visual information, which belongs to or is worn by a student, needs to be either handed in to the office and/or in flight or lock down mode during school hours.

Any electronic or digital device that is capable of recording sound or visual information, which belongs to or is worn by a student, needs to be either handed in to the office or have relevant features including cellular access and recording deactivated/restricted during school hours.

Purpose

To inform all members of our school community about the use of mobile phones and wearable digital devices at GHPS by students.

This policy aims to help focus students' attention on learning in the classroom by providing them with:

- a safe environment to learn without distractions or inappropriate phone use (including cyberbullying)
- greater opportunity for social interaction and physical activity during recess and lunchtimes.

Summary

- Students who choose to bring mobile phones to school must have them switched off and securely stored at the school office during school hours.
- For the purpose of this policy, a mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.
- Exceptions to the policy may be applied, if certain conditions are met. Exceptions can be granted by the Principal, or by a teacher. Exceptions must be documented.
- Where students bring a mobile phone or wearable devices to school, the school will provide secure storage

Guidelines

- Students are not to bring personal mobile phones to school unless parents have signed the attached permission form (attachment 1)
- Students must hand their mobile phone into the office at the beginning of the school day and collect it at the end. Mobile phones will be locked away for the school day. Students cannot access their mobile phones during the day. Wearable devices may also be securely stored in the office.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or wearable devices
- Mobile phones must be switched off during school hours when they are handed in to the office
- Students can only use their mobile phones before or after school

- In an emergency, students will be able to use the phone in the office to contact their parents or guardians
- Students must not take any photographs or film, or sound recordings of other students or school community members without their consent
- Students may not send harassing or threatening messages. Further action will be taken in these instances consistent with our Student Wellbeing and Engagement, Bullying Prevention and Acceptable Use Agreement Policies
- Mobile phones must not be used in banned spaces. These include changing rooms, toilets, gyms and swimming pools.
- Mobile phones must not be used during exams or assessments
- Students will be encouraged to and should display courtesy, consideration and respect for others when using a mobile phone
- Misusing personal electronic and digital devices at school or causing a nuisance will be brought to the attention of the Principal/Assistant Principal who will determine consequences
- The Principal/Assistant Principal may revoke a student's privilege of bringing a mobile device to school

Exemptions to this policy

- May be applied during school hours if certain conditions are met
- Can be granted by the Principal, or by the teacher, in accordance with this policy and the school's local policy on mobile phones
- Must be documented, noting that
- where an exception is granted and to avoid administrative burden, the student can only use the mobile phone for the purpose for which it was granted.

The three categories of exceptions and associated suggested documentation for each are:

- learning-related, comprising:
 - specific learning activities (class-based exception) documented within a unit of work or learning sequence
 - reasonable adjustments to a learning program because of a disability and/or learning difficulty, documented in an Individual Learning Plan or Individual Education Plan
- health and wellbeing-related, including:
 - students with a health condition documented in the Student Health Support Plan
 - students who are young carers documented in a localised student record
- risk related to managing students offsite, including where students:
 - travel to and from excursions documented in risk assessment planning
 - are on an excursion or camp documented in risk assessment planning
 - are offsite and unsupervised with parental permission documented in risk assessment planning
 - have a dual enrolment and/or need to undertake intercampus travel documented in risk assessment planning

For specific examples of the above exceptions, please refer to:

<https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy>

Exclusions

The mobile phone policy does not apply for activities outside of school hours:

- out-of-school-hours care (OSHC)
- out-of-school-hours events
- travelling to and from school.

Secure storage

Mobile devices owned by students are brought to schools at the owner's risk. Please refer to the Department of Education's [Claims for Property Damage and Medical Expenses](#).

The Principal is responsible for determining the appropriate arrangements for secure storage. Examples of secure storage include:

- student lockers that are lockable
- a lockable cupboard stored in an administrative office.

Enforcement

GHPS will enforce the policy under our existing Student Wellbeing and Engagement policies <https://docs.google.com/document/d/1M3Ym4MBTW64RHHni-ZAo2LleMMWtGa4zpZo7vefMN0/edit> , such as through restorative practices, detention or a loss of school-based privileges, where students fail to comply with our school policy on mobile phones and wearable devices, including if they refuse to relinquish their devices to school staff when asked.

Where students have surrendered their mobile phones or wearable devices to school staff, GHPS staff are expected to return them to the student or parent/carer at the end of the school day. This is to support student safety when travelling to and from school, during which times carrying a mobile phone may help to manage risks of harm.

Consistent with Ministerial Order 1125, suspensions are to be reserved for serious misuses of a mobile phone in schools that:

- meet the grounds for suspension, such as cyberbullying
- are a last resort option that is considered after alternative interventions and support have been provided to the student to address the reasons for the behaviour associated with mobile phone use.

For further information refer to [Suspensions](#).

Reporting of some incidents involving mobile phones to a relevant authority may be necessary under the Department of Education [Reporting and Managing School Incidents Policy](#).

For sample survey or focus group questions regarding mobile phone or wearable device use, refer to: [Mobile phone policy review survey questions \(DOCX\)](#) (staff login required).

Definitions

Mobile phone

For the purpose of this policy, a mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

Wearable device

A wearable device is a device that can be worn on the wrist which is capable of recording sound or visual information and may also be able to make and receive phone calls.

Related policies:

- [Claims for Property Damage and Medical Expenses](#)
- [Reporting and Managing School Incidents](#)
- [Student Engagement](#)
- <https://docs.google.com/document/d/1M3Ym4MBTW64RHHni-ZAo2LleMMWtGa4zpZo7vefMN0/edit> - GHPS Student Wellbeing and Engagement Policy
- https://docs.google.com/document/d/1Z5WiuPfx493H6rEQ30hM_s773gF3Mr7w/edit - GHPS Bullying Prevention Policy
- https://docs.google.com/document/d/1ZVjruTZ0Krn3npAha9xk2OFaVQrA7tc8pWFDaqa_9kl/edit - GHPS Acceptable Use Agreement

Relevant legislation

- [Education and Training Reform Act 2006 \(Vic\)](#)
- [Equal Opportunity Act 2010 \(Vic\)](#)

Evaluation

This policy will be reviewed as part of the school's three year review cycle. This policy was last ratified by School Council in June, 2023 and will be reviewed every three years or earlier if required.

Attachment 1

Glen Huntly Primary School 3703



Mobile Phone Permission Forms

Dear Parents/Guardians,

It is school policy for students not to have a mobile phone at school. However, the school understands that in some cases a student may have a valid reason for needing a mobile phone. Therefore, all students who need to have a mobile at school must fill in this permission slip stating the reasons why they need a phone at school. The class teacher and office will then have a copy of students who have parental permission to bring a phone to school.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. Students must hand their mobile phone into the office at the beginning of the school day and collect it at the end of the school day. Mobile phones will be locked away for the school day. Students cannot access their mobile phones during the day, unless required for specified health and safety reasons. Mobile phones cannot be taken on school excursions or camps. iPod touch or any other form of handheld game or music player must not be brought into school. Parents will be contacted if these protocols are not followed.

PARENTAL CONSENT FORM

Name _____ Grade _____

My child needs to bring a phone to school because _____

My child understands the school protocols and agrees to abide by them.

I hereby give permission for my child to have a mobile phone at school and agree my child will follow school protocols.

Signature of Student: _____ Date _____

Signature of Parent/Guardian: _____ Date _____

Contact Phone Number _____