Colac South West Primary School 4775

Respect Engage Achieve Care Honesty

Colac South West Primary School is a Child Safe School

MOBILE PHONE POLICY – STUDENT USE

Help for non-English speakers

If you need help to understand the information in this policy, please contact the Colac South West Primary School office.

PURPOSE

To explain to our school community the Department's and **Colac South West Primary School's** 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 Colac South West Primary School and,**
2. **Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours.**
3. **The permitted use of smartwatches.**

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.

School Hours: For the purpose of this policy, school hours refer to 8:45 am and 3:15 pm, these times are extended to include before school programs (Breakfast Club) and after school programs (bus travelers).

POLICY

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

At **Colac South West Primary School**:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours – there will be no access to phones during breaks.
- Smartwatches with connectivity must have 'School Mode' enabled between 8:45am-3:15pm *noting this is the parents' responsibility to set the device up with 'School Mode' enabled.
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers are to follow the school's normal communication procedures in calling the office to reach their child.

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 **Colac South West 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 phones and other personal mobile devices owned by students at **Colac South West 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 **Colac South West 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 **Colac South West Primary School** Personal Property Policy AND/OR the Department's Claims for Property Damage and Medical Expenses policy.

Where students bring a mobile phone to school, **Colac South West Primary School** will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At **Colac South West Primary School** students are required to store their phones and other personal mobile devices at the school office where they will be kept until the end of the day and the student can then collect their phone.

Enforcement

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

- If a student is caught in possession of their phone, it will be handed in to the class teacher and/or school leadership and will only be returned after a discussion with a parent or guardian.
- If a student fails to hand their phone over when requested our code of conduct will be followed:
    - i.e. Failure to follow reasonable instructions.

At **Colac South West Primary School** inappropriate use of mobile phones or smartwatches 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 testing 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

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

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

Colac South West 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

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
- Referred to in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Referred to in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- The Colac South West Primary School website: http://colac-sw-ps.vic.edu.au
    - *Student Wellbeing and Engagement*

- *Code of Conduct*
- *Personal Property*
- *Bullying*

The following are references to Department policies

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

POLICY REVIEW AND APPROVAL

This policy will be reviewed as part of the school's review cycle and in accordance with DET guidelines. An earlier review of this policy may be required in the event of any incident or DET updates.

Policy last reviewed	February 2025
Consultation	School Council – **February 2025** Parents / Carers via Compass summary of changes – 19th February 2025
Approved by	Xavier Davis, Principal - **March 2025**
Review Cycle	Every 3-4 years
Next scheduled review date	March 2029