



CLIFTON HILL PRIMARY SCHOOL MOBILE PHONES POLICY – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 94898333.

PURPOSE

To explain to our school community the Department’s and Clifton Hill 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 Clifton Hill 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

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

At Clifton Hill Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored with their classroom teacher 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Clifton Hill 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 owned by students at Clifton Hill 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 Clifton Hill 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, Clifton Hill Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Clifton Hill Primary School students are required to hand their phone to their classroom teacher who will store their phone in a secure cupboard/filing cabinet

Enforcement

Students who use their personal mobile phones inappropriately at Clifton Hill Primary School may be issued with consequences consistent with our school's existing student engagement policies *e.g.* *Student Wellbeing and Engagement policy*.

At Clifton Hill 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, classrooms or school yard
- to send messages to others in the school setting
- to send messages to others outside the school setting

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:

[Note: The documentation types listed below have been highlighted in yellow as these are suggestions only. Schools can amend those highlighted words if these are not the documents that they wish to use locally to record this type of information.

Note: In practice, schools may choose never to allow the use of mobile phones for specific learning activities for the whole class as listed in the first exception below.

Note: Some examples of health and wellbeing related exceptions may include: a student with diabetes may use their mobile phone to monitor their blood sugar; a young carer providing care to a parent with health issue may need to use their mobile phone to discuss health issues with medical professionals and the person they are caring for, during the school day].

1. Learning-related exceptions

Specific exception	Documentation
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

