

# BELMONT PRIMARY SCHOOL

## MOBILE PHONES (Student Use) POLICY



### PURPOSE:

To explain to our school community the Department's and Belmont Primary School's policy requirements and expectations relating to students use of mobile phones, smartwatches and other personal or wearable devices during school hours.

### SCOPE:

This policy applies to:

1. All students at Belmont Primary School and,
2. Students' personal mobile phones, smartwatches and other personal mobile and wearable devices brought onto school premises during school hours, including recess and lunchtime.

This policy does not apply to iPads or tablets included in the school's 1:1 BYOD program which have Acceptable Use Agreements in place.

### 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" also refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches and other wearable devices.

### IMPLEMENTATION

Belmont Primary School recognises that mobile phones are an important modern day communication tool and for primary school students must be effectively managed. Whilst the school prefers that students do not have personal mobile phones at school, it understands that students may need to bring a personal mobile phone to school, particularly if they are travelling independently to and from school or for other important factors eg. medical reasons.

At Belmont Primary School:

- Students are not to bring mobile phones to school unless permission from the principal or classroom teacher has been successfully sought by parents who have outlined the health, safety or personal reasons that justify the student being in possession of a mobile phone. **The school's *Mobile Phone Permission Form* needs to be completed and signed off by the principal or classroom teacher before the mobile phone is brought to school.**
- Students who choose to bring mobile phones to school must have them switched off and securely stored 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Belmont 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 should only 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 Belmont 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 Belmont 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 Department of Education's [Personal Goods policy](#).)

Where students bring a mobile phone to school, Belmont Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Belmont Primary School, students are required to hand their phones into their classroom teacher to be placed in a lockable cupboard. Mobile phones will be able to be collected by the student at the end of the school day.

### Enforcement

At Belmont 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 or personal device:

- in any way that disrupts the learning of others
- to send inappropriate content
- 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 within the school
- during assessments.

Students who use their personal mobile phones inappropriately or refuse to hand in their mobile phones at Belmont Primary School may be issued with consequences consistent with our school’s existing *Student Engagement Policy*.

### 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 Policy](#).

The three categories of exceptions allowed under the Department’s [Mobile Phones Policy](#) are:

#### 1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Team planning documentation
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan and minutes from the Student Support Group meeting

#### 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

Classroom teachers can grant a classroom-based learning exception, however these must be planned and communicated to the principal in advance. Other exceptions are managed and granted by the principal. 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

Belmont 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 and wearable devices. In general, the school does not require students to bring mobile phones and wearable devices to these activities.

### Exclusions

This policy does not apply to

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

### BYOD iPad Program

At Belmont Primary School approved BYOD iPads are those which have a current Acceptable Use Agreement in place. In support of the rationale for the Ministerial policy, it is expected that notifications are turned off on applications that are not required by the school and teachers will ensure that students maintain appropriate levels of privacy settings, including bluetooth and airdropping functionality. Students are also not to use messaging apps during school hours unless required and supervised by a classroom teacher as part of a learning-related exception. The school office remains the most appropriate point of contact between families and their children.

### FURTHER INFORMATION AND RESOURCES:

- Belmont Primary School Mobile Phone Permission Form
- Student Engagement Policy
- Statement of Values and Philosophy
- Cyber Safety Policy
- Digital Media Policy
- Acceptable Use Agreements
- Duty of Care Policy
- Belmont PS Behavioural Approach Guidelines
  
- DET School Policy and Advisory Guide:
  - [Mobile Phones – Department Policy](#)
  - [Ban, Search and Seize Harmful Items](#)
  - [Personal Goods – Department policy](#)

### EVALUATION

This policy will be reviewed every 3-4 years in accordance with the school's policy schedule or as required if regulations or circumstances change.

This policy was presented\* to School Council in.....

**November 2019**

*\* School Council consultation recommended however this policy does not need to be approved by School Council. (School Policy Template Portal)*

**Review Date: 2023**



# MOBILE PHONE PERMISSION FORM

**Student Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

I give permission for my child \_\_\_\_\_ to take his / her mobile phone\* to school.

## REASON

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In providing this permission, I have read and fully understand the expectations outlined in the school's *Mobile Phone (Student Use) Policy* which has been provided to me with this form. I have discussed the expectations with my child with regards to the use and secure storage of the mobile phone and I understand that the phone is brought to school at the owner's risk.

### Please note:

This permission slip covers your child bringing his/her mobile phone for the remainder of the **current school year** only.

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Principal/Teacher Authorisation: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

*This form is available on request from the office and also available from our website.*

\*Definition: A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. At Belmont Primary School, this includes any device that may connect to or have a similar functionality to a mobile phone such as smart watches and other personal wearable devices.