

BACCHUS MARSH PRIMARY SCHOOL

MOBILE PHONES - STUDENT POLICY

PURPOSE

To explain to our school community the Department's and Bacchus Marsh Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

SCOPE

This policy applies to:

1. All students at Bacchus Marsh 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 is connected to or has a similar functionality to a mobile phone such as cellular smart watches/devices.

POLICY

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

At our School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours. Smartwatches that are not set to 'school mode' and are causing distraction, or being used during school hours will also be 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 and it is expected that students speak to an adult if they require any support during school hours.

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 Bacchus Marsh 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 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 Bacchus Marsh Primary School does not have accident insurance for accidental property damage or theft. Students and their

BACCHUS MARSH PRIMARY SCHOOL

MOBILE PHONES - STUDENT POLICY

parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Bacchus Marsh Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Bacchus Marsh Primary School students' phones are stored in the General Office in purpose specific storage which is under staff supervision. Phones go to the office in bulk by 9am and are collected in bulk at 3pm to be returned to students prior to dismissal.

Enforcement

Students who use their personal mobile phones inappropriately at Bacchus Marsh Primary School may be issued with consequences consistent with our school's existing student engagement policies [*Student Wellbeing and Engagement policy, Student Code of Conduct and Prevention of Bullying policy.*]

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 communicate concerns or illness to parents that the school may not be aware of to support

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - Health and wellbeing-related exceptions
- can be granted by the principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones Policy](#).

An exception for our school allowed under the Department's [Mobile Phones Policy](#) is:

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

BACCHUS MARSH PRIMARY SCHOOL

MOBILE PHONES - STUDENT POLICY

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan e.g. diabetes monitoring
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

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

Bacchus Marsh 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 <https://bacchusmarshps.vic.edu.au/>
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request



BACCHUS MARSH PRIMARY SCHOOL

MOBILE PHONES - STUDENT POLICY

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying*
- [Mobile Phones — Student Use Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 21 2023
Consultation	School Council May 2024 School Community via Newsletter update June 16 2024 and website link https://bacchusmarshps.vic.edu.au/
Approved by	Principal
Next scheduled review date	February 2026