



MOBILE PHONE POLICY 2023-2027



Help for non-English speakers

If you need help to understand the information in this policy please contact Morang South Primary School Office on 9404 1548.

PURPOSE

To explain to our school community the Department's and Morang South 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 Morang South Primary School and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess (1st Lunch) and lunchtime (2nd Lunch).

DEFINITIONS

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 a smart watch**. A 'mobile phone' is viewed as a telephone or a personal device, including smart watch, with access to a cellular (telecommunication) system, with or without a physical connection to a network.

POLICY

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

At Morang South Primary 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 are expected to 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 Morang South Primary School during school hours, including recess (1st Lunch) and lunchtime (2nd Lunch), 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 Morang South 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. It is to be noted that Morang South Primary School does not have accident insurance for accidental property damage or theft to student's personal property. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Further information in regard to use of personal goods at school can be located in the Department's [Claims for Property Damage and Medical Expenses](#) policy.

Where students bring a mobile phone to school, Morang South Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Morang South Primary School, students are required to store their mobile phones in a designated lockable filing cabinet or lockable draw located in the classroom.

Parental/Carer Consent

Parents or carers are required to complete a Mobile Phone Consent Form (Appendix A) on behalf of their child, if they choose to have the child bring a mobile phone to school. This form is to acknowledge that parents/carers are aware that the personal mobile device is being brought to school and secured by staff. In addition, this form asks parents to acknowledge that mobile phones, as valuable items, are brought to school at the owner's (student's or parent/carer's) risk, in accordance with the Department's [Claims for Property Damage and Medical Expenses](#) policy and Morang South Primary School's Personal Property Policy.

Enforcement

Students who use their personal mobile phones inappropriately at Morang South Primary School may be issued with consequences consistent with our school's existing student engagement policies, i.e. Student Engagement, Wellbeing and Inclusion Policy, Digital Technologies Policy and eLearning Code of Cooperation. Staff with concerns that a student may be concealing a mobile phone will instruct the student to hand over the item. If the student refuses to hand over the item, staff will implement a relevant disciplinary provision based on school student engagement policies. Where a mobile phone has been confiscated the staff member will secure the item as soon as possible and organise for return of the personal mobile phone to the parent/carer, or child at the end of the school day.

At Morang South Primary School, inappropriate use of mobile phones includes **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, images 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 any video or images in the school toilets, changing rooms, gyms or out of bound areas
- during exams, tests 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)	Term planner, unit of work, weekly planner
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning and Wellbeing Plan, Individual Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	A localised student record - e.g. COMPASS Note, Individual Learning and Wellbeing Plan
Students who are Young Carers	A localised student record - e.g. COMPASS Note

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

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

Morang South 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. The teacher in charge of the activity is responsible for communicating to students and parents in regard to any allowed use of a mobile device and the expectations regarding its use.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC) (See THEIR CARE Policy)
- 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
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Student Engagement Wellbeing and Inclusion Policy](#)
- [Digital technologies Policy](#)
- [e-Learning Code of Cooperation](#)
- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2023
Approved by	Principal
Next scheduled review date	September 2027



Mobile Phone At School - Consent Form

Morang South Primary School understands that some parents or carers may prefer their child to bring a personal mobile phone to school, particularly if they are travelling independently to and from school. The Department's [Mobile Phones - Student Use Policy](#) requires all school settings to ensure that students who choose to bring mobile phones to school must have them switched off and securely stored during school hours. Parents and carers are also required to read the school's local [Mobile Phone Policy](#) in determining if their child will bring a personal mobile device to school, which can be located on the school website.

At Morang South Primary School, ***'mobile phone' refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as a smart watch.*** A 'mobile phone' is viewed as a telephone or a personal device, including smart watch, with access to a cellular (telecommunication) system, with or without a physical connection to a network.

Parents or carers are required to complete this Mobile Phone Consent Form on behalf of their child. This form is to acknowledge that parents/carers are aware that the personal mobile device is being brought to school and secured by staff. In addition, this form asks parents to acknowledge that mobile phones, as valuable items, are brought to school at the owner's (student's or parent/carer's) risk, in accordance with the Department's [Claims for Property Damage and Medical Expenses](#) policy and Morang South Primary School's [Personal Property Policy](#).

Mobile Phone At School - Consent Form

I, _____ provide consent for my child _____ of HG _____ to bring a personal mobile phone or similar functioning device to school. I understand that the school is required under Ministerial Order to have student's personal mobile devices switched off and securely stored during school hours. I am aware that a mobile phone or similar functioning device is brought to school at the owner's (student's or parent/carer's) risk, in accordance with the Department's [Claims for Property Damage and Medical Expenses](#) policy.

My child will be bringing their personal mobile device on:

- Every School Day
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Occasionally

Signed: _____

Date: _____