

POLICY TITLE: Mobile Phones (Student Use) Policy
DATE RATIFIED: February 2023
REVIEW DATE: February 2027

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement
with the World

Academic Excellence

Inclusive Learning
Environment

Personal and Social
Wellbeing

PURPOSE

To explain to our school community the Department's and Essendon North Primary School's policy requirements and expectations relating to students using mobile phones (and other personal mobile devices including smartwatches) during school hours.

SCOPE

This policy applies to:

1. All students at Essendon North Primary School and,
2. Students' personal mobile phones (and other personal mobile devices including smartwatches and ipads).

DEFINITIONS

A **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. This policy also refers to any device that may connect to or have a similar functionality to a mobile phone, such as smartwatches.

POLICY

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

At Essendon North 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 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 Essendon North 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 personal devices owned by students at Essendon North 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 Essendon North 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, Essendon North Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Essendon North Primary School students are required to store their phones in a locked filing cabinet or draw in their classroom, as supervised by the classroom teacher. Students can also hand their device into the school administration office to be placed in a lockable cupboard.

Enforcement

Students who use their personal mobile phones inappropriately at Essendon North Primary School may be issued with consequences consistent with our school's existing student engagement policies, including the *Student Wellbeing and Engagement*, the *Code of Conduct* and/or *Bullying* policies.

At Essendon North 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, changing rooms, swimming pools and gyms
- during classwork 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 Education Plan, Student Support Group Minutes, Learning Support Group Minutes

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan, Individual Education Plan, Student Support Group Minutes, Learning Support Group Minutes

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, Camp Support Plan, Individual Education Plan, Student Support Group Minutes, Learning Support Group Minutes

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

Essendon North 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 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 our 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

RELATED POLICIES

- [Bullying Prevention](#)
- [Child Safety Code of Conduct](#)
- [Complaints Policy](#)
- [Duty of Care Policy](#)
- [Essendon North Primary School Guiding Statements](#)
- [Inclusion and Diversity Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Respect for School Staff](#)

RELATED DEPARTMENT POLICIES

- [Bullying Prevention and Response](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Equal Opportunity and Human Rights - Students](#)
- [LGBTIQ Student Support Policy](#)
- [Mobile Phones - Student Use Policy](#)

HELP FOR NON-ENGLISH SPEAKERS



If you need help to understand the information in this policy please contact Essendon North Primary School on (03) 9379 3979.

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Consultation	Junior School Council Professional Learning Communities School Council
Approved by	Kate Barletta - Principal
Next scheduled review date	February 2027