

POLICY TITLE: ENPS Mobile Phone (Student Use) Policy

DATE RATIFIED: February 2020

REVIEW DATE: February 2022

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 smart watches] during school hours.

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 and ipads.

This policy applies to:

1. All students at Essendon North Primary School and,
2. Students' personal mobile phones [and other personal mobile devices including smart watches and ipads]

IMPLEMENTATION

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, including lunchtime and recess (in the case of smart watches and ipads- devices should have phone/message notification turned off during school hours)
- Daily routine - Mobile phones are to be placed in named ziplock bag, and kept in the teacher's desk in locked draw
- Phones will be handed back after dismissal from school
- Exceptions to this policy may be applied if certain conditions are met and agreed to by the principal. 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.
- When emergencies occur, parents or carers should reach their child by calling the school's office.

Secure storage

Mobile phones 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.

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:

- have phone/device switched off and securely stored during school hours, including lunchtime and recess (in the case of smart watches and ipads- devices should have phone/message notification turned off during school hours)
- Mobile phones are to be placed in named ziplock bag, and kept in the teacher's desk in locked draw
- Phones will be handed back after dismissal from school

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 and Wellbeing Policy, Bullying Policy and school wide behaviour expectations.

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/device:

- 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 exams 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 Policy](#).

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

1. Learning-related exceptions

Specific exception	Documentation
<i>For specific learning activities (class-based exception)</i>	<i>Unit of work, learning sequence</i>
<i>For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty</i>	<i>Individual Learning Plan, Individual Education Plan</i>

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

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 Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school

EVALUATION

This policy was last updated in February 2020 and is scheduled for review in February 2022.

DOCUMENT HISTORY

Version	Effective Date	Owner	Description of change
1.0	February 2020	Kate Barletta	Developed from DET template

* Information on revisions and new versions to be added to the top of the table, therefore the most recent is always on top.