



Mobile Phone Policy (Students)

Context

Mobile phones have become an important and invaluable part of our modern lifestyle. Donburn understands that there are times when possession of a mobile phone can provide a sense of safety and security particularly if travelling independently to and from school or to extra-curricular activities. Given the primary school setting, mobile phones are unnecessary during school hours as a method of communicating for students.

It has always been the school's practice to pass on important messages from parents/carers to students throughout the day. This can be done by phoning the School Office and requesting that a message be given to the child.

Aim

To explain to our school community the Department's and Donburn Primary School's policy requirements and expectations relating to students using mobile phones or other wearable personal devices with messaging, Internet and Bluetooth during school hours and during school activities or events (e.g.: camps, excursions or other school associated events).

Parents are encouraged to observe the same values in this policy and the eSmart student user agreements.

This policy applies to:

1. All students at Donburn Primary School and,
2. Students' personal mobile phones and other wearable personal devices with messaging, Internet and Bluetooth brought onto school premises during school hours, including recess and lunchtime and during school activities or events (e.g.: camps, excursions or other school – associated events).

Definitions

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. In this policy a "mobile phone" refers to mobile phones, other wearable personal devices with messaging, Internet and any other device that may connect to or have a similar functionality to a mobile phone.

Policy

Parents/ carers and students are advised that in bringing mobile phones or other communication devices to school, they must comply with the following: Mobile Phone and Digital Technologies policies and have completed the Student eSmart User agreement, prior to use each year.

It has always been the school's practice to pass on important messages from parents/carers to students throughout the day. This can be done by phoning the School Office and requesting that a message be given to the child.

Donburn understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school or to extra-curricular activities.



DONBURN PRIMARY SCHOOL POLICY

At Donburn Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours 7:30am-6pm while on the school grounds.
- 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 Donburn 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.

Students are permitted to access their mobile phone under the direct supervision of a teacher in a classroom. Alternatively, if students need to make a call on school premises, they should go to the office to request this.

Students are expected to display courtesy, consideration and respect for others while using a mobile phone.

Mobile phones (or wearable personal mobile devices) must not be used:

- During class or assemblies or 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 and gym.

Secure storage

Mobile phones owned by students at Donburn 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 Donburn does not have accident insurance for accidental property damage or theft. Students and their parents/carers are responsible for items brought to school. Students and their 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, Donburn will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Donburn students are required to store their phones at the school office to be placed in a



DONBURN PRIMARY SCHOOL POLICY

lockable cupboard. It is the student’s responsibility to hand mobile personal devices to the office at the beginning of the day and to collect from at the end of the school day.

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 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

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

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Camps, excursions and extra-curricular activities

Students are not permitted to bring a mobile phone on school camps.

On excursions or extra-curricular activities, mobile phones can only be used under the direct supervision of a teacher.

Donburn Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events, including mobile phones.



DONBURN PRIMARY SCHOOL POLICY

Exclusions

This policy does not apply to

- Travelling to and from school

Breach of Policy

Students who use their personal mobile phones inappropriately at Donburn will be escorted to the office by a teacher and a phone call to their parents/ carer will be placed. The student will be asked to hand over the mobile phone and if the student refuses to do this, the child will have to wait at the office for that parent and carers to arrive.

At Donburn inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly the 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 exams and assessments

In the circumstance of multiple breaches or a severe breach, the students' mobile phone may be confiscated and stored securely at the office until the end of the day. The parent / carer will be phoned and will be requested to collect the mobile phone from the office.

Students may be issued with consequences consistent with the School's *Student Wellbeing and Engagement* and *Student Welfare and Discipline* and/or *Bullying* policies.

The Principal may revoke a student's privilege of bringing a mobile phone to school.

References & Related Donburn Policies

- Donburn Primary School, Digital Technologies Policy
- Donburn Primary School, Student Engagement and Wellbeing Policy
- Donburn Primary School, Student Welfare and Discipline Policy
- Donburn Primary School, Bullying Prevention and Management Policy
- Donburn Primary School, Excursions and Camps Policy
- Department of Education & Training: School Policy Advisory Guide, *Mobile Phones Policy*, <https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy>
- Department of Education & Training: Policy Advisory Library, *Photographing and Filming Students Policy*, <https://www2.education.vic.gov.au/pal/photographing-students/policy>



DONBURN PRIMARY SCHOOL POLICY

Approval

Contact Person:	Policy Owner:
Principal	Donburn Primary School Council, Education Sub Committee

Document Control

Version / Date Created	Nature of Amendment
November 2018	Document created at request of School Council.
October 2020	Document revised following release of DET template.
Next due 2023	