**Purpose**

The purpose of this policy is to;

* To explain to our school community the Department’s and South Melbourne Park Primary School’s policy requirements and expectations relating to students using mobile phones (and other personal mobile devices) during school hours.
* Place children at the heart.
* Encourage opportunities for students to communicate with each other face-to-face or be involved in physical activity and learn to negotiate social interactions appropriately.
* Ensure a safe environment for all children.

**Scope**

This policy applies to:

1. All students at South Melbourne Park 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**

*Phone – ­* For the purpose of this policy, a phone (or mobile phone) is any device with access to a cellular (telecommunication) system, with or without a physical connection to a network (mobile phones, smart watches, telecommunication enabled iPads etc.)

*School premises* – school grounds, buildings and carparks.

*Off school premises* – all locations not within the definition of “school premises”.

*School hours* – between 8.45am and 3.45pm or as otherwise specified by the Department of Education.

**Implementation**

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

At South Melbourne Park 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 Policy](https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx) issued by the Minister for Education, personal mobile phones must not be used at South Melbourne Park 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 at South Melbourne Park 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 South Melbourne Park 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 [Personal Goods](https://www.education.vic.gov.au/school/principals/spag/governance/pages/personalgoods.aspx) policy.

Where students bring a mobile phone to school, South Melbourne Park Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. The phone will be returned to them at the end of the day.

**Enforcement**

Students who use their personal mobile phones inappropriately at South Melbourne Park Primary School may be issued with consequences consistent with our school’s existing student engagement polices.

At South Melbourne Park 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 exams and assessments
* to call or message parents, or others, during 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 in accordance with the Department’s [Mobile Phones Policy](https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx).

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**

South Melbourne Park 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

**Related Policies and Resources**

* [Mobile Phones – Department Policy](https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx)
* [Personal Goods](https://www.education.vic.gov.au/school/principals/spag/governance/pages/personalgoods.aspx) – Department policy

**Review Cycle**

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| --- | --- | --- |
| **Version** | **Edited By / Comments** | **Next Review** |
| 2019 | Wellbeing Sub-Committee | 2022 |
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