



# Black Hill Primary School

## Mobile Phone-student use Policy

Note that this is a Ministerial policy formally issued by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006 (Vic).



### Help for non-English speakers:

If you need help to understand the information in this policy, please contact the school on 03 53324544

## Policy

This policy outlines the requirements of the Minister for Education relating to students using mobile phones during school hours.

Black Hill Primary School does not require students to have mobile phones at school.

## Summary

- Students whose parents require them to bring mobile phones (a mobile phone is a telephone with access to a cellular telecommunication system, with or without a physical connection to a network) to school must have them switched off and handed to staff to be securely stored during school hours.
- Exceptions to the policy may be applied if certain conditions are met. Exceptions can be granted by the principal or by a teacher. Exceptions must be documented.

The Mobile Phone Policy should be read in conjunction with the following policy documents:

- DET Acceptable Use Policy
- Student Wellbeing Policy
- Internet and Network Usage Policy
- eSMART policy

## Details

Students whose parents choose to allow students to bring mobile phones to school must have them switched off and given to school staff to be securely stored during school hours.

### Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met.
- can be granted by the principal, or by the teacher, in accordance with this policy.
- must be documented, noting that, to avoid administrative burden on schools, this requirement can be met by including exceptions in documents that schools already regularly develop/use (see below for suggested ways to document).

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

The 3 categories of exceptions and associated suggested documentation for each are:

- learning-related, comprising:
  - specific learning activities (class-based exception) documented within a unit of work or learning sequence that may require a student to use a mobile phone's camera to record
  - reasonable adjustments to a learning program because of a disability and/or learning difficulty, documented in an Individual Learning Plan or Individual Education Plan
  - Some students may have difficulty with communication and may use a mobile device to assist them to express their needs
- health and wellbeing-related, including:
  - students with a health condition documented in the Student Health Support Plan (Example: A student with diabetes may use their mobile phone to monitor their blood sugar and the administration of insulin)
  - an excursion that requires students and teachers to travel on public transport, the risk being that a bus may be delayed due to break down or traffic. With an exception, students would be able to switch their phones on and use them to rearrange pick-up times with their parents/carers)

### Exclusions

Wearable devices, iPads and other personal devices are excluded from the policy, however, if they are brought to school, students must switch off all notifications during the school day, if not being used for teaching and learning purposes.

- out-of-school-hours care (OSHC)
- out-of-school-hours events
- travelling to and from school.

### Secure storage

Mobile phones owned by students are brought to schools at the owner's risk. Please refer to the department's [Claims for Property Damage and Medical Expenses](#).

Secure storage is storage that cannot be readily accessed by those without permission to do so. (in the main admin office).

### Enforcement

Schools will enforce the policy under their existing student engagement policies, for example, through a loss of school-based privileges, where students fail to comply with the local school policy on mobile phones, including if they refuse to relinquish their phones to school staff when asked.

Where students have relinquished their mobile phones to school staff, students are required to collect their mobile phone at the end of the school day. This is to support student safety when travelling to and from school, during which times carrying a mobile phone may help to manage risks of harm.

Consistent with Ministerial Order 1125, suspensions are to be reserved for serious misuses of a mobile phone in schools that:

- meet the grounds for suspension, for example, cyberbullying
- are a last resort option that is considered after alternative interventions and support have been provided to the student to address the reasons for the behaviour associated with mobile phone use.

For further information refer to [Suspensions](#).

Reporting of some incidents involving mobile phones to a relevant authority may be necessary under the department's [Reporting and Managing School Incidents Policy](#).

## Related policies

- [Claims for Property Damage and Medical Expenses](#)
- [Reporting and Managing School Incidents](#)
- [Student Engagement](#)
- [Student Code of Conduct](#)
- [ICT agreement](#)
- [BYOD policy](#)
- [Digital technologies policy](#)
- [eSMART policy](#)
- [Facebook and Social Media policy](#)

## Relevant legislation

- [Education and Training Reform Act 2006 \(Vic\)](#)
- [Equal Opportunity Act 2010 \(Vic\)](#)

## Evaluation and Review cycle

### Approval and review

|                         |   |
|-------------------------|---|
| <b>Created date</b>     | <b>July 2022</b>  |
| <b>Consultation</b>     | Staff, Parents, Black Hill Primary School Council Sub-Committee |
| <b>Endorsed by</b>      | Black Hill Primary School Council                               |
| <b>Endorsed on</b>      | March 2023  |
| <b>Next review date</b> | March 2026  |