

# MOBILE PHONE POLICY

## **RATIONALE**

At Amsleigh Park Primary School we follow the mobile phone policy as outlined by the Department of Education.



### **Help for non-English speakers**

If you need help to understand the information in this policy please contact the school general office on 9544 1553 or via email: [amsleigh.park.ps@education.vic.gov.au](mailto:amsleigh.park.ps@education.vic.gov.au)

## **GOAL**

- ❖ To explain to our school community the Department's and Amsleigh Park Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

## **SCOPE**

This policy applies to:

1. All students at Amsleigh Park Primary School and,
2. Students' personal mobile phones and other personal communication devices brought onto school premises during school hours.

## **DEFINITIONS**

**A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. 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 or portable communication devices.

## **GUIDELINES**

Amsleigh 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 Amsleigh Park Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.
- All mobile phones should be handed in to the general office upon arrival at school and collected again at the end of the day.
- 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 Amsleigh Park Primary School during school hours.

### **Secure storage**

Mobile phones owned by students at Amsleigh 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 Amsleigh 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 [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Amsleigh Park Primary School will provide secure storage in the general office. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Amsleigh Park Primary School students are required to store their phones in the general office.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Amsleigh Park Primary School may be issued with consequences consistent with our school's existing student engagement policies.

At Amsleigh Park Primary School inappropriate use of mobile phones is **any use during school hours** 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

### **Exceptions**

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - Students with a health conditions as documented in health support plan.

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**

Amsleigh 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 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
- Referenced in the school newsletter annually
- Made available in hard copy from the general office upon request.

### **RELATED POLICIES AND RESOURCES**

- Student Engagement and Wellbeing
- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

### **ACHIEVEMENT MEASURES**

- ❖ Student, staff and/or Parent Feedback

### **STATUS:**

Reviewed: March 2025

Approved by: Principal, Michael Cormick

Next Review: March 2027