

MOBILE PHONE POLICY



PURPOSE

To explain to our school community the Department's and Diamond Creek Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices including smart watches and iPads during school hours.

SCOPE

This policy applies to:

1. All students at Diamond Creek 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

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.

POLICY

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

At Diamond Creek Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in the main office during school hours;
- Mobile phones must be collected from the reception office after the bell to signify the end of the school day, or prior if they are picked up by an authorised adult for early departure;
- No student is to have their mobile phone in their school bag or with them during the day, with the exception of the students with Diabetes who need their phone with them as part of the medical management of their condition;
- Exceptions to this policy may be applied if certain conditions are met (see below for further information); and
- 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 Diamond Creek 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 and other personal mobile devices owned by students at Diamond Creek 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 Diamond Creek 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 [Diamond Creek Primary School's Personal Property Policy and / or the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Diamond Creek Primary School will provide secure storage at reception (in the main office). Secure storage is storage that cannot be readily accessed by those without permission to do so. At Diamond Creek Primary School students are required to store their phones at reception, in the main office where the phone will be locked away in the security store room.

If not voluntarily deposited at reception office, students' mobile phones will be confiscated and stored securely at the reception office for the course of the school day.

Enforcement

Students who use their personal mobile phones inappropriately at Diamond Creek Primary School may be issued with consequences consistent with our school's existing student engagement policies, including our *Student Wellbeing and Engagement*, *Code of Conduct* and *Bullying* policies. At Diamond Creek Primary School, inappropriate use of mobile phones and other personal mobile devices 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; or
- 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
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 (such as Diabetes)	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
When students are offsite (not on school grounds) and unsupervised with parental permission	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

In most circumstances, students will not be allowed to bring their mobile phones on overnight school camps or excursions. Diamond Creek 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 and other digital devices.

Exclusions

This policy does not apply to students travelling to and from school

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying*
- Mobile Phones – Department Policy
- Personal Goods – Department policy

EVALUATION AND REVIEW:

- This policy will be reviewed as part of the school's policy review cycle.