



# NEWLANDS PRIMARY SCHOOL

## MOBILE PHONES

### PURPOSE

To explain to our school community the Department's and Newlands 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 Newlands Primary School and,
2. Students' mobile phones

### DEFINITIONS

**A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. "For 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 smartwatches."

### POLICY

School understands that students may bring a personal mobile phone to school, particularly if they travel independently to and from school.

At Newlands 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

By the Department's Mobile Phones — Student Use Policy issued by the Minister for Education, personal mobile phones must not be used at Newlands 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 Newlands Primary School are considered valuable items brought to school at risk by the owners (student's or parent/carers). Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Newlands 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 [Example School's Personal Property Policy and the Department's Claims for Property Damage and Medical Expenses policy.

Newlands Primary School will provide secure storage where students bring a mobile phone to school. Secure storage is storage that those cannot readily access without permission. At Newlands Primary School, students are required to store their phones at the Main Office by handing the mobile to the office staff at the commencement of the day.

## Enforcement

Students who misuse their mobile phones at Newlands Primary School may be issued with consequences consistent with our school's existing student engagement policies [insert the name of the relevant policy/policies at your school, e.g., *Student Wellbeing and Engagement* and /or *Code of Conduct* or *Bullying* policies.]

At Newlands Primary School, inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particular 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 cyberbullying
- 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

## 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 — Student Use Policy.

The three categories of exceptions allowed under the Department's Mobile Phones — Student Use Policy are:

### 1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
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
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation

When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	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**

Newlands 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
- Wearable devices
- iPads and all other personal devices
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### **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in the school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

### **RELATED POLICIES AND RESOURCES**

- *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying Policies*
- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	2022
Approved by	Principal
Next scheduled review date	2026