

## PURPOSE

To explain to our school community the Department's and Mooroolbark East Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices eg. Smartwatches during school hours.

## SCOPE

This policy applies to:

1. All students at Mooroolbark East Primary School and,
2. Students' personal mobile phones and other personal mobile devices eg. Smartwatches brought onto school premises during school hours, including recess and lunchtime.

## DEFINITIONS

**A mobile phone / smartwatch** is a telephone or watch with access to a cellular (telecommunication) system, with or without a physical connection to a network.

## POLICY

Mooroolbark East Primary School understands that students may bring a personal mobile phone, or smartwatch, to school, particularly if they are travelling independently to and from school.'

At Mooroolbark East Primary School:

- Students who choose to bring mobile phones or smartwatches 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 and smartwatch use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones / smartwatches must not be used at Mooroolbark East 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, or smartwatch, for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

### Secure storage

Mobile phones / smartwatches owned by students at Mooroolbark East 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 Mooroolbark East 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. These devices are brought to school at your own risk.

Where students bring a mobile phone / smartwatch to school, Mooroolbark East Primary School allows the following options:

1. Turned off and placed in the student’s school bag between 8.30am – 3.30pm (whilst on school grounds).
2. Hand the device to the administration office and it will be securely stored until the conclusion of the school day.

## Enforcement

Students who use their personal mobile phones or smartwatches inappropriately at Mooroolbark East Primary School will have the device confiscated (can be collected from the Principal or Assistant Principal at 3.30pm) and they will be issued with an afterschool detention.

At Mooroolbark East Primary School, inappropriate use of mobile phones or smartwatches is **any use during school hours**, unless an exception has been granted:

- 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

## 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](#).

The three categories of exceptions allowed under the Department’s [Mobile Phones 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

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

Mooroolbark East 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 smartwatches.

### Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience

## REVIEW PERIOD

This policy was last updated in January 2019 and is scheduled for review on January 2022.