



# Mobile Phone – Student Use POLICY

## Purpose

To explain to our school community the Department's and Karoo 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 Example 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 other device that may connect to or have a similar functionality to a mobile phone such as smart watches.

## Policy

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

At Karoo Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored (see secure storage) 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 call the school office directly instead of attempting to contact their children via mobile phone.

### ***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 Karoo 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 mobile devices) owned by students at Karoo 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 (and other mobile devices) to school unless there is a compelling reason to do so. Please note that Karoo 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 [Personal Goods policy](#).

Where students bring a mobile phone to school, Karoo Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Karoo Primary School students are required to have their mobile phones (and other mobile devices) handed to a teacher in the morning and will be locked in a designated secure cupboard. At 3.20 p.m. students will be handed their device from a staff member. Storage of devices will be organised in year levels (one secure locked cupboard for each of the following year levels 3-6). The year level leader will have the cupboard in their office and is responsible the collection in the morning and handing out at the end of the day. A written record will be completed daily.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Karoo Primary School may be issued with consequences consistent with our school's existing student engagement policies in the Student Code of Conduct.

At Karoo Primary School inappropriate use of mobile phones 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
- 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 — Student Use Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones — Student Use Policy](#) are:

#### **1. Learning-related exceptions**

<b>Specific exception</b>	<b>Documentation</b>
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**

<b>Specific exception</b>	<b>Documentation</b>
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**

<b>Specific exception</b>	<b>Documentation</b>
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***

Karoo 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 mobile devices).

### ***Exclusions***

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- 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
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- 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
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

### Policy Review and Approval

Policy last reviewed	2022
Consultation	School Council
Approved by	Principal
Next scheduled review date	2025