



## MOBILE PHONES - STUDENT USE POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact [Chatham Primary School](#).

### PURPOSE

To explain to our school community the Department's and Chatham 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 Chatham 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

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

At Chatham Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.
- Mobile phones are not to be used whilst on School premises or on a location of a school event (eg. sports days, excursions, camps, etc).
- 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

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 Chatham Primary School during school hours, including lunchtime and recess, unless an exception has been granted.

Importantly, unless an exemption is granted by the Principal, students will only use the mobile phone outside the premises of the school grounds.

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 Chatham 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 Chatham 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.

Where students bring a mobile phone to school, Chatham Primary School will provide secure storage. This will take the form of a child's school bag that is placed in the child's individual locker area. This area is not accessible to other students. Secure storage is storage that cannot be readily accessed by those without permission to do so.

Students who wear 'smart watches' or items of similar functionality are expected to leave their watches on throughout the school day. Where necessary and at the teacher's discretion student's smart watch or items of a similar functionality will be placed in their school bag in the area designated for that purpose.

## Enforcement

Students who use their personal mobile phone or devices with similar functionality inappropriately at Chatham Primary School will have their phone or relevant devices provided to the School Principal for the duration of the school day. The following matters will apply:

- The phone will be stored in the school office at the discretion of the Principal. The student will collect their phone or device from the Principal at the end of the school day.
- Parents/carers will be advised that their child has used their phone or device inappropriately. Parents/carers will be encouraged to speak with their child about the appropriate use of the phone. Further discussions will relate to the need and/or appropriateness of their child to have a phone or similar such device at school. Where it is deemed necessary for a student to have such a phone or device at school, an adaptive process may be evoked for a period of transition, until such time as the Principal deems necessary.

At Chatham Primary School inappropriate use of mobile phones or similar devices is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone, but not limited to:

- in any way that disrupts the learning of others
- to send/make 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

## 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 students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Education Plan, Student Support Group Minutes

### 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

Chatham 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 similar devices.

## Exclusions

This policy does not apply to

- 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 (or insert other online parent/carers/student communication method)
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual

- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent/carer information nights/sessions
- Hard copy available from school administration upon request

#### RELATED POLICIES AND RESOURCES

- [\[Mobile Phones — Student Use Policy\]](#)
- Student Wellbeing and Engagement Policy
- Digital Learning Policy (Internet, Social Media and Digital Devices)
- Volunteers Policy

#### POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2023
Consultation	04/12/23: Staff Meeting, 05/12/23: Education Committee
Approved by	Principal
Next scheduled review date	November 2027