



# WILLIAMSTOWN PRIMARY SCHOOL

## Mobile Phones Policy

### 1. PURPOSE

To explain to our school community the Department's and Williamstown Primary School's policy requirements and expectations relating to students using mobile phones during school hours.

### 2. SCOPE

This policy applies to:

- All students at Williamstown Primary School and,
- Students' personal mobile phones brought onto school premises during school hours, including recess and lunchtime.

### 3. DEFINITIONS

**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.

**School** means Williamstown Primary School.

### 4. PROCEDURES FOR IMPLEMENTATION

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

At Williamstown 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

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Williamstown 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 Williamstown 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 Williamstown 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 ([DET's Personal Goods policy](#).) Where students bring a mobile phone to school, Williamstown Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

#### Storage procedure

At Williamstown Primary School students are required to place their mobile phone in a labelled clear zip-lock bag and hand this into the classroom teacher, each morning. The classroom teacher will place the mobile phones in a sealed bag and then store this in a locked cupboard or drawer within their classroom.

#### Enforcement

Students who use their personal mobile phones in contradiction to this policy, may be issued with consequences consistent with our school's existing Student Wellbeing and Engagement policy.

At Williamstown 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, in accordance with the Department's Mobile Phones Policy.

The two categories of exceptions allowed under the DET's Mobile Phones Policy are:

#### 1. 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

#### 2. 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

Williamstown Primary School does not allow mobile phones to be brought to camps, excursions, special activities and events.

### Exclusions

This policy does not apply to:

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

### References:

- WPS Student Wellbeing and Engagement policy
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department Policy](#)

## 5. REVIEW AND POLICY HISTORY

This policy is due for formal review in January 2020 although it may be changed at any time as required after discussion with School Council and the Principal or if guidelines change.

The principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.

**Policy History**

<b>Version Approval Date</b>	<b>Summary of changes</b>	<b>VRQA Requirement</b>	<b>DET Mandated Policy</b>	<b>School Council Input</b>
February 2020	New policy	No	Yes	Consultation recommended