



# DONVALE PRIMARY SCHOOL

## MOBILE PHONES POLICY

### PURPOSE

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

### SCOPE

This policy applies to:

1. All students at Donvale Primary School and,
2. Students' personal mobile phones 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

Whilst the initial form of contact between home and school must always be through the General Office Donvale Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Donvale Primary School:

- When emergencies occur, parents or carers should reach their child by calling the school's office

- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours

### **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 Donvale 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 Donvale 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 Donvale 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, Donvale Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Donvale Primary school students are required to hand in their phone to the General Office at the beginning of the school day and collect it at the end. The Office Manager will ensure that their phone is stored in the office security room.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Donvale Primary School may be issued with consequences consistent with our school's existing student engagement policies:

- [DPS Bullying and Harassment Prevention Policy and Procedures – 2019](#)
- [DPS Student Wellbeing and Engagement Policy 2018](#)

At Donvale 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 testing 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 Policy](#).

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

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

Specific exception
For specific learning activities (class-based exception)
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty

### **2. Health and wellbeing-related exceptions**

Specific exception
Students with a health condition
Students who are Young Carers

### **3. Exceptions related to managing risk when students are offsite**

Specific exception
Travelling to and from excursions

Students on excursions and camps
When students are offsite (not on school grounds) and unsupervised with parental permission
Students with a dual enrolment or who need to undertake intercampus travel

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**

Donvale 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

## **RELATED POLICIES AND RESOURCES**

- [Mobile Phones – Department Policy](#)
- [DPS Bullying and Harassment Prevention Policy and Procedures – 2019](#)
- [DPS Child Safe Standards 3 Code of Conduct](#)
- [DPS Student Wellbeing and Engagement Policy 2018](#)
- [DPS Duty of Care Policy 2019](#)

## **REVIEW CYCLE AND EVALUATION**

Date Implemented:	21 <sup>st</sup> May 2020
Author:	Education Sub-Committee
Approved By:	School Council
Responsible for Review:	Principal/Assistant Principal
Review Date:	3 years

