

## Mobile Phone Policy



### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Moe Elizabeth St Primary School on 03 5127 2607 or [moe.ps@education.vic.gov.au](mailto:moe.ps@education.vic.gov.au).

### PURPOSE

To explain to our school community the Department's and Moe (Elizabeth Street) 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 Moe (Elizabeth Street) Primary School and,
2. Students' personal mobile phones and other personal mobile devices 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.

### POLICY

Moe (Elizabeth Street) Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Moe (Elizabeth Street) 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Moe (Elizabeth Street) 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 Moe (Elizabeth Street) 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 Moe (Elizabeth Street) 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 Moe (Elizabeth Street) Primary School's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#)

Where students bring a mobile phone to school, Moe (Elizabeth Street) Primary School will provide secure storage in the school office. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Moe (Elizabeth Street) Primary School students are required to hand the phone into

the school administration office upon arrival at school and it is to be placed in the school safe or other secure compartment.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Moe (Elizabeth Street) Primary School may be issued with consequences consistent with our school's existing student engagement policies e.g. *Student Wellbeing and Engagement*

At Moe (Elizabeth Street) 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
  - Learning related exceptions.
  - 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](#).

### **Camps, excursions and extracurricular activities**

Moe (Elizabeth Street) 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 items, not including mobile phones.

### **Exclusions**

This policy does not apply to

- Out-of-school-hours events
- Travelling to and from school

## **FURTHER INFORMATION AND RESOURCES**

- *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying etc.*]
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- 

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	October 2021
Approved by	Principal
Next scheduled review date	Before October 2024