

POLICY NO. WEL029 MOBILE PHONE POLICY

Purpose:

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

Scope:

This policy applies to:

- All students at Chelsea Heights Primary School and,
- 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.

Policy:

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

At Chelsea Heights Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.
- Mobile phones must be handed in to the administration office before school, where they will be stored securely in the school safe until the students' departure from school.
- Students can only collect their mobile phone from the office after school UNLESS they are collected from school early (i.e. due to illness/medical appointment/family holiday/parent choice etc.)
- The sign-in & sign-out process must be followed by office staff.
- 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 Chelsea Heights 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 Chelsea Heights 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 Chelsea Heights 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 Chelsea Heights Primary School's Personal Property Policy.

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Where students bring a mobile phone to school, Chelsea Heights Primary school will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Chelsea Heights Primary School students are required to hand in their phones to the school administration office where it will be signed-in and stored in the safe.

Enforcement

Students who use their personal mobile phones inappropriately at Chelsea Heights Primary School may be issued with consequences consistent with our school's existing *Student Wellbeing and Engagement Policy*.

At Chelsea Heights 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 Policy](#).

Two categories of exceptions allowed under the Department's Mobile Phones 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 Learning Plan, Individual Education Plan

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.

3. 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
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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

Camps, excursions and extracurricular activities

Chelsea Heights 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
- iPads and all other personal devices

RELATED POLICIES AND RESOURCES:

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

REVIEW PERIOD:

This policy will be updated annually or as determined by DET review cycle.

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