



## MOBILE PHONE POLICY

### PURPOSE

To explain to our school community the Department's and Haddon 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 Haddon 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.

### POLICY

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

At Haddon Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours, they must be handed in to the office before school and collected at the end of the day.
- 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 Haddon 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 Haddon 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 Haddon 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 [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Haddon Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Haddon Primary School students are required to store their phones in the office where they will remain in the strong room.

## Enforcement

Students who use their personal mobile phones inappropriately at Haddon Primary School may be issued with consequences consistent with our school's existing student engagement policies including our *Student Wellbeing and Engagement*, *Code of Conduct* or *Bullying* policies.

At Haddon 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 — Student Use Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones — Student Use Policy](#) are not applicable at Haddon Primary School and all exceptions should be directed to the Principal for consideration.

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

Staff at Haddon Primary School have a school phone to contact families and students are not allowed to take devices including Mobile Phones on Camps and Excursions.

### Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request
- Discussed with students as part of school expectations

## RELATED POLICIES AND RESOURCES

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

|                            |                |
|----------------------------|----------------|
| Policy last reviewed       | August 2021    |
| Approved by                | School Council |
| Next scheduled review date | August 2025    |

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL): [Duty of Care](#)
- the Department's Policy and Advisory Library (PAL): [Structured Workplace Learning](#)
- Haddon Primary School Website: <https://haddonps.vic.edu.au/our-school/policies>



Haddon Primary School



**HPS**