

Rowville Primary School Mobile Phone – Student Use Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact 9764 1955

PURPOSE

To explain to our school community the Rowville Primary School policy requirements and expectations relating to students using mobile phones and other personal mobile devices such as smart watches during school hours and school activities.

SCOPE

This policy applies to:

1. All students at Rowville Primary School and,
2. Students' personal mobile phones and other personal devices including smart watches brought to 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

Rowville Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

At Rowville 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 granted for specific conditions are met such as; health and wellbeing
- When emergencies occur, parents or carers should reach their child by calling Rowville Primary School 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 Rowville 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.

Enforcement

At Rowville Primary School inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly must not be used:

- 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.

Students who use their personal mobile phones inappropriately at Rowville Primary School may be issued with consequences consistent with our school's Student Safety, Engagement and Well-being Policy and Anti-bullying and e-Smart Policy.

Secure storage

Where students bring a mobile phone to school, Rowville Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Rowville Primary School students will hand their phone to their classroom teacher on arrival at school, who will store the mobile phones in a locked space.

Insurance

Students are responsible for their mobile phones and mobile phones brought to school are at the owner's (student's or parent/carer's) risk. Please note that Rowville Primary School does not have accident insurance for accidental property damage or theft. Students and their parent/carers are encouraged to obtain appropriate insurance for valuable items, including mobile phones that are brought to school.

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:

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
Students who are Young Carers	A localised student record

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

Rowville 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 and smart watches.

COMMUNICATION

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

- Available publicly on our school's website
- Discussed at parent information night
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff manual

RELATED POLICIES AND RESOURCES

- Student Safety, Engagement and Well-being Policy
- Anti-bullying & eSmart Policy
- Anti-bullying & eSmart Policy Acceptable Use Agreement
- School Policy an Advisory Guide: Students using Mobile Phones
- Claims for Property Damage and Medical Expenses policy

REVIEW PERIOD

Policy last reviewed	March 2023
Approved by	Rowville Primary School Council
Next scheduled review date	March 2026