

## PURPOSE

To explain to our school community the Department's and Spotswood Primary School's policy requirements, and expectations regarding the safe and appropriate use of mobile phones (and other personal mobile devices) by students, at school or during school activities.

## SCOPE

This policy applies to:

1. All students at Spotswood Primary School and,
2. All personal mobile devices that have not been approved by Spotswood Primary School and/or classroom teacher for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

## DEFINITIONS

**A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

**Personal mobile devices** are portable computing and communication devices such as smartphones, tablet computers and smart watches.

## POLICY

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

- Students who choose to bring mobile phones to school must bring them to the office upon arrival and may pick them up at the end of the school day.
- Exceptions to this policy may be applied in some circumstances (see below for further information)
- If families need to relay information to their child or when emergencies occur, parents or carers should reach their child by calling the school's office.

### Personal mobile device 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 Spotswood 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.

Personal mobile devices must not be used:

- during class or assemblies or 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 gym

Students **are not** permitted to access their personal mobile devices during lunchtime or recess, unless they have sought and been granted permission from a supervising teacher or have been granted an exemption to this Policy by the Principal.

## Enforcement

Students who use their personal mobile device inappropriately at school may receive consequences consistent with our school's *Student Wellbeing and Engagement* and/or *Bullying* policies.

## Exemptions

There may be circumstances in which a family or student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student, in accordance with the Department's [Mobile Phones — Student Use Policy](#).

Exceptions to the policy may be applied during school hours if certain conditions are met in the following categories which are allowed under the Department's [Mobile Phones — Student Use Policy](#) are:

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

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**

Students with a health condition  
Students who are Young Carers

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

## Insurance

Students are responsible for their personal mobile device. Please note that the Spotswood Primary School does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school. Students are responsible for items brought to school.

## Camps and excursions

In most circumstances, students will not be allowed to bring their personal mobile device on overnight school camps or excursions. Spotswood Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile device.

## RELATED POLICIES AND RESOURCES

- School Policy and Advisory Guide: [Students Using Mobile Phones](#)
- Student Wellbeing and engagement policy
- Anti-Bullying policy

## REVIEW PERIOD

This policy was last updated in February 2021 and is scheduled for review on February 2024.