



Student Use of Mobile Phones Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the administration office.

PURPOSE

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

Aitken Creek Primary School understands that despite discouraging the possession of "mobile phone" devices at school some students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Aitken Creek 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 must only 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 Aitken Creek 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 Aitken Creek 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 Aitken Creek 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 Aitken Creek 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, Aitken Creek Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Aitken Creek Primary school students are required to hand their device into the school administration office at the beginning of the day, where it will be placed in lockable storage. Students will then need to collect their phone at the end of the school day, when they are dismissed from class.

Enforcement

Students who use their personal mobile phones inappropriately at Aitken Creek Primary School may be issued with consequences consistent with our school’s existing student engagement policies.

At Aitken Creek 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 and changing rooms

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 specific learning activities (class-based exception) | Unit of work, learning sequence |
| 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 |

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 |
| 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 |

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

Aitken Creek 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)
- Travelling to and from school

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Sent out via Compass annually
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

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

This policy should be read in conjunction with the following ACPS policies. These policies are available on our [school website](#):

- *Student Engagement and Wellbeing Policy*
- *Personal Property Policy*
- *Photographing, Filming and Recording Policy*

REVIEW PERIOD

| | |
|----------------------------|-------------------|
| Policy last reviewed | 29th October 2021 |
| Approved by | Principal |
| Next scheduled review date | 29th October 2024 |



Mobile Phones Policy Appendix A

Request to store a mobile phone at school

I request that my childbe permitted to store a mobile phone at school. I understand that the phone is not to be used at any time whilst on school property and that he/she is not permitted to take it to camp or at excursions. I also understand that the school cannot be held accountable for any damage to or loss of the phone.

Parent /Guardian Name: _____

Signed: (Parent/Guardian signature) _____