

# MONTPELLIER PRIMARY SCHOOL STUDENT MOBILE PHONES POLICY



## Help for non-English speakers

If you need help to understand this policy, please contact the Language Loop: Phone 03 9280 1955 for interpreters or call our school office on [\(03\) 5243 2521](tel:0352432521).

## PURPOSE

To explain to our school community the Department's and Montpellier 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 all students at Montpellier Primary School.

## DEFINITIONS

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

A mobile includes any apparatus capable of sending and receiving calls and messages (e.g. Apple watch)

## POLICY

Montpellier Primary School recognises that students may bring a mobile phone or other mobile devices to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

## Mobile Phone Policy – Implementation

All Victorian government schools are required to implement a local Mobile Phone Policy from the first day of Term 1, 2020.

Montpellier PS's Mobile Phone Policy reflects the Ministerial mobile phone policy, [Students Using Mobile Phones](#).

The policy requires that:

- students who choose to bring mobile phones or other mobile devices to school must have them switched off and securely stored with classroom teacher during school hours. This includes devices capable of sending and receiving calls and messages (e.g. Apple watches)
- Schools will manage non-compliance with their local mobile phone policy in accordance with their existing student engagement policies.
- Clear communication with students and their families is a key component to successful implementation.
- Resources to support schools are available on the Students Using Mobile Phones [intranet](#) page.

## 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 Montpellier 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 and other mobile devices owned by students at Montpellier 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 Montpellier 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. For more information, please refer to the Department's [Claims for Property Damage and Medical Expenses policy](#).

[\[If your school wants a local Personal Property Policy that is consistent with the Department's policy, there is a template available on the School Policy Templates Portal\].](#)

Where students bring a mobile phone to school, Montpellier Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Montpellier Primary School students are required to store their phones through the following procedure:

- Give the phone or other device to their class teacher when they enter the classroom
- The child will put the device into a zip lock bag with their name on the bag into a container that will be placed in a locked drawer/cupboard throughout the day
- At the end of the school day the child is to collect the device from the class teacher

## Mobile phones or other devices (e.g. Apple Watch) 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 and gym
- Students who use their mobile phones or other devices inappropriately at school may be issued with consequences consistent with our School's Wellbeing and Engagement and/or Bullying Policies.

In some circumstances students' mobile phones or other devices may be confiscated and will be required to be collected by the parent.

## 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:

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## 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 and Excursions

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

## 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
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
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- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

This policy is to be read in conjunction with the following school policies:

- *Student Wellbeing and Engagement*
- *Code of Conduct*
- *Bullying Prevention Policy*

## RESOURCES

- Department of Education - Mobile Phone Policy
- <https://www.education.vic.gov.au/parents/going-to-school/Pages/Mobile-phones-in-schools.aspx>

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2021
Consultation	Principal and School Council
Communication and feedback	This policy is always accessible on the school website and feedback from the community can be directed to the school at any time for the School Council to consider.
Approved by	Principal
Next scheduled review date	2024 (3-4 Year Cycle)

If changes from the Department of Education occur or if there is feedback from the community, this policy will be reviewed.