

# 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.

## PURPOSE

To explain to our school community the Department's and Montpellier Primary School's policy requirements and expectations relating to 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 Montpellier 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.

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.

At Montpellier 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 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 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 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. Refer to the Montpellier 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, 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 or 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 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:

#### 1. Learning-related exceptions

| Specific exception | Documentation |
|--------------------|---------------|
|--------------------|---------------|

|  |  |
|--|--|
| For specific learning activities (class-based exception)   | Individual Learning Plan<br>Ready to Learn Plans |
| For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty | Individual Learning Plan<br>Ready to Learn Plans |

## 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

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
- Hard copy available from school administration upon request

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## 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-school.s.aspx>

## POLICY REVIEW AND APPROVAL

|                      |                              |
|----------------------|------------------------------|
| Policy last reviewed | June 2024                    |
| 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 | 2026 (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.