



MOBILE PHONE – STUDENT USE POLICY

PURPOSE

The purpose of the Mobile Phone – Student Use policy is to explain to our school community the Department’s and Botanic Ridge Primary School’s policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

SCOPE

The policy applies to:

1. All students at Botanic Ridge 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

At Botanic Ridge Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Students are required to drop their mobile phones off at the school office prior to starting their day where they will receive a deposit card
- 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Botanic Ridge 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 Botanic Ridge 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 Botanic Ridge 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 Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Botanic Ridge Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Botanic Ridge Primary School students are required to store their phones at the office to be placed in a safe storage.

Enforcement

Students who use their personal mobile phones inappropriately at Botanic Ridge Primary School may be issued with consequences consistent with our school's existing student engagement and wellbeing policies.

At Botanic Ridge 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, changing rooms or gym
- during assessments

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 Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones 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 Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
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Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record
Students in Out of Home Care	Individual Education Plan

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

Botanic Ridge 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)
- Out-of-school-hours events
- Travelling to and from school

FURTHER INFORMATION AND RESOURCES

- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)
- Botanic Ridge Parent Complaint Policy
- Botanic Ridge Student Wellbeing and Engagement Policy
- Department of Education and Training [Personal Goods policy](#)
- Department of Education and Training [Student Dress Code](#)
- Department of Education and Training [Student Engagement policies and guidelines](#)

REVIEW CYCLE

This Mobile Phone – Student Use Policy was last approved by School Council on November 14th and is scheduled for review in February 2021.