



## Help for non-English speakers

If you need help to understand the information in this policy, please contact 9435 1285.

## Purpose

To inform our school community of the Department's and Watsonia North 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 Watsonia North Primary School.
2. Students' personal mobile phones and personal mobile devices such as smartwatches brought onto school premises during school hours, including recess and lunchtime.

## Definitions

For the purpose of this policy, mobile devices refer to mobile phones and any device that may connect to or have similar functionality to a mobile phone such as smartwatches.

## Implementation

Watsonia North Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Watsonia North 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 on 9435 1285.

### 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 Watsonia North 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.

# STUDENT USE OF MOBILE PHONE POLICY

## Secure storage

Mobile phones owned by students at Watsonia North 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 Watsonia North 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, Watsonia North Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. Watsonia North Primary School students are required to hand their mobile phones to the classroom teacher who will store the device in a secured location.

## Enforcement

Students who use their personal mobile phones inappropriately at Watsonia North Primary School may be issued with consequences consistent with our school's existing student engagement policy: *Student Engagement and Inclusion Policy*.

At Watsonia North Primary School, inappropriate use of a mobile phone 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 cyberbullying
- 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 gyms
- during exams and assessments.

## Procedures

Mobile phones must be securely stored as indicated above. As a result, students should not have a mobile phone in their possession either in the schoolyard or in the classroom between 9:00 am and 3:30 pm. The following procedures will apply if a student is found with a mobile phone:

The student will be required to hand the mobile phone to the relevant staff member. The device will be clearly identified with the student's name and grade and handed to the classroom teacher for placement in the secured location.

Parents will be notified that the phone has been confiscated and advised that the phone is available for collection at the school.

# STUDENT USE OF MOBILE PHONE POLICY

Students who repeatedly breach the mobile phone policy will be in breach of the student code of conduct and will have consequences applied as per the *WNPS Student Engagement and Inclusion Policy*.

## Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - Learning-related exceptions.
  - Health and wellbeing-related exceptions.
  - Exceptions related to managing risk when students are offsite.
- can be granted by the Principal, or their nominee, 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 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
Students with a health condition.	Student Health Support Plan

### 3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Students attending an overseas learning experience.	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

Watsonia North 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.

### Related Policies & Resources

- WNPS Student Engagement and Inclusion Policy
- [Mobile Phones – Department Policy](#)
- [Personal Goods – Department policy](#)

### Evaluation and Review

Evaluation of the *Mobile Phone – Student Use Policy* will occur annually as stipulated in the *Watsonia North PS Policy Review Cycle* document.

This policy was updated and approved by the Acting Principal in August 2022 and is scheduled for review in 2025.

<b>Policy last reviewed</b>	<b>August 2022</b>
<b>Approved by</b>	<b>Acting Principal</b>
<b>Next scheduled review date</b>	<b>August 2025</b>