

MOBILE PHONES – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 9775 7533

PURPOSE

To explain to our school community the Department's and Langwarrin Park Primary'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 Langwarrin Park 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 **smart watch** is a device that is able to either Bluetooth directly to a mobile phone and possibly receive notifications, messages and phone calls from it. There are also smart watches that operate from a sim card and have direct access to a cellular network. In this case the watch can send and receive messages, notifications and make phone calls.

POLICY

Langwarrin Park Primary School understands that students may bring a personal mobile phone or smartwatch to school, particularly if they are travelling independently to and from school.

At Langwarrin Park Primary School:

- Students who choose to bring mobile phones or smart watches to school must have them switched off and securely stored in lockable storage units provided by the school 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 (9775 7533). If the school feels a student needs to speak with a parent, the student

needs to tell their teacher or a member of the Wellbeing Team who will then message the parent to say their child wishes to speak with them.

Personal mobile phone use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones and/or smart watches must not be used at Langwarrin Park Primary School during school hours, including lunchtime and recess, unless an exception has been granted. Devices are to be switched off as the student enters the school gate, stored in the lockable storage unit when entering class and only switched on again when they are leaving school and are near the school gate.

Where a student has been granted an exception, the student must use their mobile phone and/or smart watch for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones and smart watches owned by students at Langwarrin Park Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carer) risk. Students are encouraged not to bring a mobile phone or smart watch to school unless there is a compelling reason to do so. Please note that Langwarrin Park 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.

Where students bring a mobile phone or smart watch to school, Langwarrin Park Primary School will provide secure storage in the child's classroom. Secure storage is storage that cannot be readily accessed by those without permission to do so.

Mobile Phone Storage at Langwarrin Park Primary School

At Langwarrin Park Primary School, students are required to hand their mobile phone and/or smart watch to their classroom teacher at the beginning of the school day. A sign in sheet must be completed by the student, so there is documented evidence of the phone being placed in the secure storage.

The classroom teacher will have the secured storage unit in a locked cupboard in the classroom during the day. When the classroom is unattended, the classroom will be locked. At the end of the school day, the teacher will sign out each mobile phone and/or smart watch back to the student.

Please note, it will not be the teacher's responsibility to follow up with any student who does not pick up their mobile phone at the end of the school day (by 3.45pm).

A smart watch that has 'school mode' or similar enabled may be worn during the day as long as the 'school mode' function is enabled between 8:45am and 3:30pm. Any abuse of this privilege by the student or parent/carer will result in the loss of the privilege.

Enforcement

Students who use their personal mobile phones and/or smart watches inappropriately at Langwarrin Park Primary School may be issued with consequences consistent with our school’s existing student engagement policies:

- [Student Wellbeing Engagement Policy](#)
- [Behaviour Management Policy](#)
- [Digital Technologies Student Acceptable Use Agreement](#)

At Langwarrin Park Primary School inappropriate use of mobile phones and smart watches 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, swimming pools and gyms
- during exams and 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 — 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

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

Langwarrin Park 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
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience

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
- Included in school newsletter
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- Refer to our school website for policies on *Student Wellbeing and Engagement, Code of Conduct, Bullying Prevention etc.*
- [Mobile Phones — Student Use Policy](#)

This policy was last updated on September 2024 and is scheduled for review on September 2026

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2024
Consultation	School Council Education and Policy Sub Committee
Approved by	School Council
Next scheduled review date	September 2026

