

## **1. Rationale:**

To explain to our school community the Education Department's and Greenvale Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices such as smart watches during school hours.

## **2. Aims:**

- To utilise the benefits of mobile phones/devices whilst managing them effectively within the school setting.

## **3. Implementation:**

3.1 In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones / devices must not be used at school during school hours, including lunchtime and recess, unless an exception has been granted.

3.2 At Greenvale Primary School:

- Students who choose to bring mobile phones / devices to school must have them switched off and securely stored in their possession during school hours, or they may have them lodged securely at the office.
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents / carers should reach their child by calling the school's office and not by calling their child on their mobile phone / device.

3.3 Mobile phones / devices owned by students 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 / devices to school unless there is a compelling reason to do so. Please note that our 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. The school can provide secure storage of mobile phones / devices at the office if requested.

3.4 Students who use their personal mobile phones / devices inappropriately at school may be issued with consequences consistent with our school's existing student engagement policies.

3.5 Our school will provide students and their parents / carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones / devices.

3.6 Inappropriate use of mobile phones / devices may include the following

- any use 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

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

- 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.

#### **4. Evaluation:**

- This policy will be reviewed as part of the school's ongoing policy and process review cycle.

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#### **References and Related Documents:**

1. *DET Policy and Advisory Library*  
<https://www2.education.vic.gov.au/pal/students-using-mobile-phones/policy>

*This policy was ratified by School Council in March 2021*