

1. Rationale:

To explain to our school community the expectations of the Department of Education and Greenvale Primary School regarding the use of mobile phones and other personal devices, such as smartwatches, by students during school hours. It aims to inform the school community of these requirements.

2. Aims:

To utilise the benefits of mobile phones and devices whilst effectively managing their use within our school environment.

3. Implementation:

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

3.2 At Greenvale Primary School:

- Students who bring mobile phones or devices to school must have them switched off and securely stored, either in their possession or lodged at the office, during school hours.
- Exceptions to this policy may apply if certain conditions are met (see below for further details).
- In case of emergencies, parents/carers should contact their child through the school office, not by calling their child's mobile phone or device directly.

3.3 Mobile phones and devices brought to school are the responsibility of the student or parent/carer. The school is not liable for any damage or theft. Students are encouraged not to bring mobile phones or devices unless necessary. The school does not provide insurance for accidental damage or loss of personal property. Secure storage can be arranged at the school office upon request.

3.4 Students using their mobile phones or devices inappropriately may face consequences in line with the school's student engagement policies.

3.5 The school will inform students and their parents/carers about which items, including personal mobile phones and devices, can or cannot be taken to camps, excursions, and other school activities.

3.6 Inappropriate use of mobile phones or devices may include, but is not limited to:

- Any action that disrupts the learning of others
- Sending inappropriate, harassing, or threatening messages or making phone calls
- Engaging in inappropriate social media activity, including cyberbullying
- Capturing videos or images of students, staff, or other members of the school community without consent

3.7 If a student is granted an exception, they must use their mobile phone or device solely for the approved purpose and in a safe, ethical, and responsible manner. Exceptions to this policy may be granted during school hours under specific conditions, such as:

- Health and wellbeing-related reasons
- Risk management for students when they are offsite

4. Evaluation:

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

References and Related Documents:

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

Policy Review and Approval:

Policy last reviewed	October 2024
Approved by	Principal
Next scheduled review date	October 2027 (every 3 years)