



MOBILE PHONE POLICY

PURPOSE

To explain to our school community the Department of Education and Orchard Grove 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 Orchard Grove Primary School and,
2. Students' personal mobile phones 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.

IMPLEMENTATION

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

At Orchard Grove 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 9894 3400.

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 Orchard Grove 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 Orchard Grove Primary School (OGPS) 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 OGPS 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 school's Personal Property Policy.

Where students bring a mobile phone to school, OGPS will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. Students are required to hand their phones to their classroom teacher so it can be stored in a locked box in an office area.

ENFORCEMENT

Students who use their personal mobile phones inappropriately at OGPS may be issued with consequences consistent with our school's existing Student Engagement and Wellbeing Policy and [Digital Literacy Agreement](#).

At OGPS, inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly the 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 anywhere within in the school;
- during assessments.

Smart watches can be worn at school at the owners (student/parent) own risk, provided they are turned to 'School Mode' during school hours and do not distract students from their schooling. This mode should be set by the parents/carers to ensure that no calls are made, messages sent or photographs taken during school hours. If students do not follow this requirement or misuses their smart watch, parents will be contacted, and the watch will be treated like a mobile phone and be handed to their

classroom teacher to be stored in a locked box in an office area.

EXCEPTIONS

Exceptions to the policy may be applied during school hours if certain conditions are met, specifically,

- o Health and wellbeing-related exceptions; and
- o Exceptions related to managing risk when students are offsite.

These must be approved by the principal or nominee, in accordance with the Department's [Mobile Phones Policy](#). A register of exceptions will be kept in the front admin office and shared with all teachers (Google Drive)

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
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

Orchard Grove 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 and iPads.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care - Team Kids;
- Out-of-school-hours events;
- Travelling to and from school;
- iPads and all other personal devices.

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 staff handbook/manual
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- Orchard Grove Primary School Student Wellbeing and Engagement Policy
- Orchard Grove Primary School Personal Property Policy
- Orchard Grove Primary School Parent Complaint Policy
- Orchard Grove Primary School Bullying Prevention Policy
- [Mobile Phones](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

Review Cycle And Evaluation

Ratified by School Council July 2022
Schedule for review in 2025