



OAKLEIGH PRIMARY SCHOOL

MOBILE PHONES POLICY – STUDENT USE

PURPOSE

To explain to our school community the Department's and Oakleigh Primary School's policy requirements and expectations relating to students using mobile phones and other personal networked mobile devices during school hours.

SCOPE

This policy applies to:

1. All students at Oakleigh 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 other personal networked mobile devices.

POLICY

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

At Oakleigh 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.

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 Oakleigh 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 Oakleigh 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 Oakleigh 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, Oakleigh Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. Phones of all students throughout the school will be stored in lockable cupboards, teacher desk drawers or filing cabinets in either internal classrooms, teacher offices or class storerooms.

At Oakleigh Primary School students are required to hand in their mobile phones to their class teacher between 8:50 and 9am. Teachers will record any phones that are handed in against the student's name on the daily (hard copy) attendance rolls. The onus is on parents to ensure phones that are brought to school are easily identifiable e.g. personalised covers or labelled. Mobile phones will be returned to students at the end of the day.

Specific storage location for each grade is included in Information for Casual Relief Teachers Grade Folder.

Enforcement

Students who use their personal mobile phones inappropriately at Oakleigh Primary School may be issued with consequences consistent with our school's existing *Statement of Values and School Philosophy Policy*, *Student Wellbeing and Engagement Policy*, *Bullying Prevention Policy* and/or *Digital Learning Policy*.

At Oakleigh Primary School inappropriate use of mobile phones 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 Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence Parents informed via Compass communication
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
Students who are Young Carers	A localised student record /Compass

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 Notices and Items List (what to bring)
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	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

Oakleigh 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 AND RESOURCES

- Please find related policies on our website including *Statement of Values and School Philosophy Policy*, *Student Wellbeing and Engagement Policy*, *Bullying Prevention Policy*, *Digital Learning Policy* and *Personal Property Policy* etc.
<https://www.oakleighps.vic.edu.au/policies-1>
- [Mobile Phones – Department Policy](#)

REVIEW PERIOD

This policy was last updated on 19th February 2020 and is scheduled for review in 2022.

Policy last reviewed	16 th March 2022 or earlier as required
Consultation	Staff and School Council
Approved by	Principal
Next scheduled review date	2026