

## MOBILE PHONE - STUDENT USE POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact [insert

### PURPOSE

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

This policy applies to:

All students at Albert Park Primary School and,

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. 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.

### Policy

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

Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours

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 Albert Park Primary School during school hours, including lunchtime and recess, unless an exception has been granted.

### Secure storage

Mobile phones owned by students at Albert Park 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 Albert 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. Refer to the Department's Personal Goods policy.

Where students bring a mobile phone to school, Albert Park Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Albert Park Primary School students are required to hand their phone to their classroom teacher and they will be taken into the school administration office to be placed in a lockable cupboard.

### ENFORCEMENT

At Albert Park Primary School inappropriate use of mobile phones that could hurt, harm or disrespect an individual or group of individuals will be investigated and followed up by the school.

Examples include use that:

- 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

Students who use their personal mobile phones inappropriately at Albert Park Primary School may be issued with consequences consistent with our APPS Student Wellbeing and Engagement Policy

#### **Camps, excursions and extracurricular activities**

Albert 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

### 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
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

#### RELATED POLICIES AND RESOURCES

- [Albert Park Primary School](#) – Student & Wellbeing Engagement Policy; Bullying Prevention Policy
- Department of Education Victoria [Mobile Phones – Student Use Policy](#)

#### POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2025 – inline with Department of Education Victoria Mobile Use policy
Approved by	Principal
Next scheduled review date	March 2028