

MOBILE PHONES - STUDENT USE POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

Phone: 03 9429 2950

Email: richmond.west.ps@education.vic.gov.au

PURPOSE

To explain to our school community the Department's and Richmond West 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 Richmond West Primary School and,
2. 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 IMPLEMENTATION

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

At Richmond West 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 Richmond West 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.

MOBILE PHONES - STUDENT USE POLICY

Secure storage

Mobile phones owned by students at Richmond West 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 Richmond West 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 [Claims for Personal Property](#)

Where students bring a mobile phone to school, Richmond West Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Richmond West Primary School students are required to store their phones by handing them into the front office to be placed in a lockable cupboard.

Enforcement

Students who use their personal mobile phones inappropriately at Richmond West Primary School may be issued with consequences consistent with our school's existing student engagement and behaviour policies

At Richmond West Primary School inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC), Breakfast Club
- Out-of-school-hours events
- Travelling to and from school

Exceptions

Exceptions to the policy may be applied during school hours if certain conditions are met and can be granted by the principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones — Student Use Policy](#) specifically:

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

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

MOBILE PHONES - STUDENT USE POLICY

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
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

Richmond West 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website communications platform (COMPASS)
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

Related School Policies:

- Camps and Excursions Policy
- Complaints and Concerns Policy
- Code of Conduct Policy
- Critical Incident and Accident Reporting Policy
- Digital Learning Policy
- Duty of Care Policy
- Student Engagement and Wellbeing Policy
- Statement of Values and School Philosophy

MOBILE PHONES - STUDENT USE POLICY

- Yard Duty and Supervision Policy

The Department's Policy and Advisory Library (PAL):

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

Links to information for parents on DET website:

- [Mobile Phones in Schools](#)

POLICY REVIEW AND APPROVAL

This policy will be reviewed within the school review cycle and/or updated to reflect changes in DET regulations or school circumstances.

Policy last reviewed	February 2022
Approved by	Principal
Consultation	N/A
Next scheduled review date	February 2026