



CAULFIELD PRIMARY
コーフィールド小学校

CAULFIELD PRIMARY SCHOOL
MOBILE PHONE – STUDENT USE POLICY
POLICY NO. 1.20



Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office.

Purpose

To explain to our school community the Department's and Caulfield Primary School's policy requirements and expectations relating to students using mobile phones and smartwatches during school hours.

Scope

This policy applies to:

1. All students at Caulfield Primary School and,
2. Students' personal mobile phones and brought onto school premises during school hours, including recess and lunchtime.

Definitions

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 a smartwatch.

Policy

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

At Caulfield Primary School:

- Students who choose to bring mobile phones and/or smartwatches to school must have them switched off and hand it in to their classroom teacher. It will be 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 – Student Use Policy](#) issued by the Minister for Education, personal mobile phones and/or smartwatches must not be used at Caulfield 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, under the supervision of a staff member.

Secure storage

Mobile phones and/or smartwatches owned by students at Caulfield 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 and/or smartwatch to school unless there is a compelling reason to do so. Please note that Caulfield 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 Caulfield Primary School's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#)

Where students bring a mobile phone to school, Caulfield Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Caulfield Primary School students are required to hand their phones and/or smartwatches to their classroom teacher to be placed in a designated secure storage nominated by the classroom teacher.

Enforcement

Students who use their personal mobile phones and/or smartwatches inappropriately at Caulfield Primary School may be issued with consequences consistent with our school's existing Student Code of Conduct, Classroom Expectations and Consequences and the Digital User Agreement.

At Caulfield Primary School inappropriate use of mobile phones and/or smartwatches is **any use during school hours in the school grounds**, 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.
- need to be granted by the Principal, in accordance with the Department's [Mobile Phones — Student Use Policy](#).

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

Some examples of medical-related exceptions may include: a student with diabetes may use their mobile phone to monitor their blood sugar; a young carer providing care to a parent with health issue may need to use their mobile phone to discuss health issues with medical professionals and the person they are caring for, during the school day.

1. Medical related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

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

Caulfield 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:

- Included in staff induction processes
- Available publicly on our school's website
- Included as annual reference in school newsletter
- Included in our staff compendium folder
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request

Related policies and resources

- CPS Student Code of Conduct
- CPS Digital User Agreement
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

Policy review and approval

Policy last reviewed	April 2024
Consultation	Education & Policy Sub-Committee
Approved by	School Council
Next scheduled review date	April 2027