



CAULFIELD PRIMARY SCHOOL

MOBILE PHONES - STUDENT USE

POLICY NO. 1.20

Note that this is a ministerial policy formally issued by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006.

PURPOSE

This policy outlines Caulfield Primary School's adoption of the requirements of the Minister for Education relating to students using mobile phones during school hours.

Summary

- From Term 1 2020, students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.
- For the purpose of this policy, a mobile phone is a telephone and any device that may connect to or have a similar functionality to a mobile phone such as smart watches with access to a cellular (telecommunication) system, with or without a physical connection to a network.
- Exceptions to the policy may be applied if certain conditions are met. Exceptions can be granted by the principal, and by teachers. Exceptions must be documented.
- Where students bring a mobile phone to school, the school must provide secure storage.
- Schools are required to develop a local Students Using Mobile Phones policy, which must include how this Ministerial policy will be implemented.
- Schools will manage non-compliance with their local mobile phone policy in accordance with their existing student engagement policies.

Policy

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

Exceptions

Exceptions to the policy:

- can be granted by the principal, or by a teacher, in accordance with this policy and the school's local policy on mobile phones.
- must be documented, noting that, to avoid administrative burden on schools, this requirement can be met by including exceptions in documents that schools already regularly develop/use (see table below for suggested ways to document).

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Categories of exceptions:

Learning-related, comprising:

- specific learning activities (class-based exception) documented within a unit of work or learning sequence.
- reasonable adjustments to a learning program because of a disability and/or learning difficulty, documented in an Individual Education Plan

Risk related to managing students offsite, including where students:

- travel to and from excursions documented in risk assessment planning.
- are on an excursion or camp documented in risk assessment planning.
- are offsite (not on school grounds) and unsupervised with parental permission documented in risk assessment planning.

Exclusions

Wearable devices, iPads and other personal devices are excluded from the policy, however, if they are brought to school, students must switch off all notifications during the school day.

The mobile phone policy does not apply for activities outside of school hours:

- out-of-school-hours care (OSHC)
- out-of-hours events
- travelling to and from school

Secure storage

Mobile phones owned by students are brought to schools at the owner's risk. Please refer to the Department's Claims for Property Damage and Medical Expenses.

Where students bring a mobile phone to school, the school must provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

The principal is responsible for determining the appropriate arrangements for secure storage. Caulfield Primary School students will be given the option to store their device in a lockable cupboard stored in a classroom.

Enforcement

Schools will enforce the policy under their existing student engagement policies, for example, through detention or a loss of school-based privileges, where students fail to comply with the local school policy on mobile phones, including if they refuse to relinquish their phones to school staff when asked. Schools should return mobile phones to the student or parent/carer at the end of the school day.

Consistent with Ministerial Order 1125, suspensions are to be reserved for serious misuses of a mobile phone in schools (e.g., to cyberbully).

Reporting of some incidents involving mobile phones to a relevant authority may be necessary under the Department’s Reporting and Managing Emergencies and Incidents policy.

Definitions

Mobile phone

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.

Related policies

- Claims for Property Damage and Medical Expenses (DET)
- CPS Student Wellbeing and Engagement Policy No. 1.9
- Reporting and Managing Emergencies and Incidents (DET)

Related legislation

- Education and Training and Reform Act 2006 (Vic)
- Equal Opportunity Act 2010 (Vic)

REVIEW PERIOD

This policy was last updated in June 2021 and will be reviewed in June 2023 as part of Caulfield Primary School’s review cycle.

Date of approval: June 2021	Date of review: June 2024
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