



PURPOSE

To explain to our school community the Department's and Bacchus Marsh 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 Bacchus Marsh 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

For the purpose of this policy, "mobile phone" refers to mobile phones and any device that is connected to or have a similar functionality to a mobile phone such as cellular smart watches/devices.

POLICY

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

At our School:

- Students who choose to bring mobile phones to school must have them switched *off* and securely stored during school hours. Smartwatches that are not set to 'school mode' and are causing distraction will also 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 Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Bacchus Marsh 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 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 Bacchus Marsh 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, Bacchus Marsh Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Bacchus Marsh Primary School students phones are stored in the General Office in purpose specific storage which is under staff supervision. Phones go to the office in bulk by 9am and are collected in bulk at 3pm to be returned to students prior to dismissal.

Enforcement

Students who use their personal mobile phones inappropriately at Bacchus Marsh Primary School may be issued with consequences consistent with our school's existing student engagement policies [*Student Wellbeing and Engagement policy, Student Code of Conduct and Prevention of Bullying policy.*]

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

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - Health and wellbeing-related exceptions
- can be granted by the principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones Policy](#).

An exception for our school allowed under the Department's [Mobile Phones Policy](#) is:

Health and wellbeing-related exception

Specific exception	Documentation
Students with a health condition	Student Health Support Plan

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

RELATED POLICIES AND RESOURCES

- *Student Wellbeing and Engagement*
- *Student Code of Conduct*
- *Bullying Prevention Policy*

[Mobile Phones – Department Policy](#)

REVIEW PERIOD This policy was last updated in February 2020 and is scheduled for review in 2023