



Personal Mobile Devices Policy

PURPOSE

The Minister for Education released a new Students Using Mobile Phones Policy for all Victorian government schools on 7 October 2019. This policy requires that from Term 1 2020, students who choose to bring mobile phones to school must have them switched off and securely stored during school hours, including recess and lunchtime

This school based policy explains to our school community Mountain Gate Primary School's policy requirements and expectations regarding the safe and appropriate use of personal mobile devices by students, at school or during school activities.

SCOPE

This policy applies to:

- All students at Mountain Gate Primary School
- All personal mobile devices that have not been approved by Mountain Gate Primary School and/or classroom teacher for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

This policy will be available on the website and explained to students at the commencement of each school year.

DEFINITIONS

Personal mobile devices: For the purpose of this policy, personal mobile devices refers to mobile phones and tablets and smart watches.

POLICY

Mountain Gate Primary School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school.

It is acknowledged that for family safety purposes a student may need to message/phone a parent to inform them of their arrival at school however after this it must be put back in school bag until entering the classroom.

- During school hours, personal mobile devices (phones, games, and tablets) must be switched off, and handed in to the student's classroom teacher who will securely store the device.
- During school hours smart watches must have messaging and wifi switched off.

Parents are reminded that in cases of emergency, the school General Office remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way



Personal Mobile Devices Policy

Personal mobile device use

Personal mobile devices must not be used for any purpose once students have entered school gates. It must remain in their school bag until entering the classroom after which it will be handed in.

This includes

- during class or assemblies or in any way that disrupts the learning of others
- during special activities and events such as Christmas Carols,
- 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 gym
- during exams and assessments.

1. Learning-related exceptions

Specific exception	Documentation
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 would be in place to support this.

2. Health and wellbeing-related exceptions

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



Personal Mobile Devices Policy

ENFORCEMENT OF POLICY

Students who use their personal mobile device inappropriately at school may be issued with consequences consistent with our school's *Student Wellbeing and Engagement* and/or *Bullying* policies.

In some circumstances, students' personal mobile devices may be confiscated and stored securely. In these circumstances, the mobile device will usually be returned to the student or their parent/carer at the end of the school day.

If using phone during school hours and depending on use

First Time – Confiscated until the end of the day and student reminded of rules and consequences.

Second Time - Confiscated until the end of the day and student reminded of rules and consequences and parents contacted.

Third Time - Confiscated until the end of the day, parent contacted and phone not allowed for period of time at school. Agreement to follow policy signed when phone use recommences.

Insurance

Students are responsible for their personal mobile device. Please note that the Department of Education and Mountain Gate Primary School does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school. Students are responsible for items brought to school.

Camps and excursions

Students will not be allowed to bring their personal mobile device on overnight school camps or excursions. Mountain Gate Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile device.

This policy was last updated in October 2019 and is scheduled for review in August 2022