



MOBILE PHONE

Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 9687 1535

The following policy applies to all students, staff (including Casual Relief Teachers), visitors, volunteers and contractors using smart phones or wearable devices on school property for personal use.

PURPOSE

To explain to our school community the Department's and Footscray West Primary School's (FWPS) policy requirements and expectations relating to students using mobile phones and other personal mobile devices, such as smartwatches, etc. during school hours.

SCOPE

This policy applies to:

1. All students at FWPS 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

Students are encouraged not to bring a mobile phone or wearable device to school unless there is a compelling reason to do so., however FWPS understands that students may bring a personal mobile phone or device to school, particularly if they are travelling independently to and from school.

Please note that FWPS 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.

At FWPS:

- Mobile phones and wearable devices owned by students at FWPS are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk.
- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Personal wearable devices must have all notifications switched off
- When emergencies occur, parents or carers should reach their child by calling the school's office.

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones or devices must not be used at FWPS during school hours, including lunchtime and recess.

Implementation:

- Mobile phones brought to school are done so entirely at the owner's risk
- The school will not be involved in disputes or investigations over damage, loss or theft
- Mobile phones must not be used for photographic, video, voice recording purposes or to access the internet while on school grounds

Students:

- The Mobile Phone Permission Form must be submitted by parents to the Principal
- Students are not to have mobile phones in their possession during school hours
- Phones must be switched off and signed in at the office upon arrival at school
- If these procedures have not been followed, the phone will be confiscated from the student and the parent will be asked to collect it from the school office
- If parents need to contact a student they should follow normal procedures and ring the school office

Staff:

- Mobiles may only be used by staff during those times when they are not directly undertaking school responsibilities i.e. teaching sessions, meetings, professional development and yard duty
- Staff may use mobile phones when directly related to school activities

Parents, Visitors and Contractors

- All users are to switch their mobile phones to mute when in classrooms or corridors and whilst participating in school activities, parent/teacher interviews and meetings.
- All parents and visitors are to take and make mobile calls away from teaching and learning areas

Exemptions from the expectations of this policy can only be approved by the Principal and then only in exceptional circumstances. It should also be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the School is deemed ineffective, as with all such incidents, the School may consider it appropriate to involve the police.

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2020
Consultation	recommended. Reviewed by staff and policy and planning
Approved by	Principal and tabled at school council
Next scheduled review date	2023