



TULLIALLAN PRIMARY SCHOOL MOBILE PHONE APPROPRIATE USE POLICY

PURPOSE

To explain to our school community, the Department's and Tulliallan Primary School's policy requirements and expectations relating to students using mobile phones [and other personal mobile and communication devices] during school hours.

SCOPE

This policy applies to:

1. All students at Tulliallan 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

A mobile phone is a telephone or device 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 communication device that may connect to or have a similar functionality to a mobile phone such as smart watches.

POLICY

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

At Tulliallan Primary School:

- Students who choose to bring mobile phones to school must have them switched off and signed in at the office to 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 Tulliallan 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 [and other personal mobile and communication devices] owned by students at Tulliallan 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 or communication device to

school unless there is a compelling reason to do so. Please note that Tulliallan 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. Please refer to the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Tulliallan Primary school will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Tulliallan Primary school students are required to sign their phones or communication devices in at the school office where they will be placed in a lockable cupboard.

Enforcement

Students who use their personal mobile phones inappropriately at Tulliallan Primary School may be issued with consequences consistent with our school's *Digital Technologies Acceptable Use policy and agreement*, our *Vision and Values* and our school's policies including the *eSmart and anti-bullying policy*, *Photos and social media policy* and *Student Engagement and Wellbeing policy*.

At Tulliallan Primary School 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
- to capture video or images in the school toilets, changing rooms 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.
- can be granted by the principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones Policy](#).

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

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

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Medical Action Plan

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

Tulliallan Primary School will provide students and their parents and carers with information about Camps, excursions and extracurricular activities via COMPASS. This includes items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones. Staff at Tulliallan Primary School are always able to be contacted by the school during these events and will communicate with parents and carers as required on behalf of students or provide students with a device to contact their parents and carers as needed. Therefore, students will not be required or permitted to bring a mobile phone or communication device to any Camps, excursions or extracurricular activities.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- iPads and all other personal devices
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

REVIEW PERIOD

A review of the Digital Technologies/Mobile phone Policy will be undertaken every two years. The review will be the responsibility of the School's Digital Technology Team and School Council. This policy was last updated in November 2019 and is scheduled for review in November 2021.