

	<p>Carlton Gardens Primary School</p> <p><b>MOBILE PHONE POLICY</b></p>	<p><b>Authorisation</b> 2022</p> <p><b>Review</b> 2025</p>
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**Purpose:**

Carlton Gardens Primary School recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone - when travelling to and from school to contact parents in emergencies or to confirm or change collection times related to after school arrangements. Mobile phones are important modern day communication tools. However, they can be improperly used, lost or damaged and must therefore be managed effectively.

**Scope:**

This policy applies:

1. All students at Carlton Gardens PS
2. Students' personal mobile phones (and other personal mobile devices) brought to onto school premises during school hours, including recess and lunchtime.

**Definition:**

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. This policy "mobile phone" also refers to any mobile device that may connect to or have similar functionality to a mobile phone such as smart watches and ipads.

**Policy:**

*Note: The Mobile Phone Policy works in conjunction with the Acceptable Use Policy (referring to Internet and Digital Technologies)*

Carlton Gardens understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

**Students:**

- Students should only use their mobile phones before arriving at school and once leaving school, as directed by their parents. At these times, it is important that students display courtesy, consideration and respect for others.
- Once at school, students must turn their mobile phones off and hand them to the office staff to be stored safely at the School Administration Office until the end of the day, when retrieved.
- Students are not to bring mobile phones to excursions or camps.
- The school does not accept responsibility for lost or damaged personal property, including mobile phones.
- Students misusing personal mobile phones at school or causing a nuisance will be asked not to bring a mobile phone to school. They may have the phone confiscated and it will be handed to the parent.
- Mobile phone cameras (digital and video) must not be used. Students who are found using these functions inappropriately will be subject to disciplinary action according to the appropriate school and DET policies and guidelines.
- Protection of privacy is paramount; students are not to post or forward private information about themselves or another person using Short Message Service (SMS, IM or any other messaging or social Network software).
- Students cannot take or use their mobile phones on camp, unless this has been arranged with teachers attending camp, prior to leaving. Students will only have access to their phone at the discretion of teachers.
- 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Carlton Gardens PS 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 at Carlton Gardens 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 Carlton Gardens 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 School's Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).]

Where students bring a mobile phone to school, Carlton Gardens will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Carlton Gardens students are required to bring their phone to the general office, where it will be stored and secured in the Mobile Phone Box.

## Enforcement

Students who use their personal mobile phones inappropriately at Carlton Gardens may be issued with consequences consistent with our school's existing student engagement policy and Bullying Policies.

At Carlton Gardens 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, swimming pools and gyms
- during tests 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 — Student Use Policy](#).

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

### 1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence

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
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### **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

### **3. Exceptions related to managing risk when students are offsite**

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

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**

Carlton Gardens will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

#### **Exclusions**

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school

#### **Communication:**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

#### **Further Information and Resources:**

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

#### **Review Cycle and Evaluation**

This policy will be reviewed as part of the school's three year review cycle.