



## Mobile Phone Policy



### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact the school office on 9874 2511 or email [vermont.ps@education.vic.gov.au](mailto:vermont.ps@education.vic.gov.au)

### PURPOSE

To explain to our school community the Department's and Vermont Primary School and Kindergarten's policy requirements, and expectations regarding the safe and appropriate use of mobile phones and smart watches by students during school hours.

### SCOPE

This policy applies to:

1. All students at Vermont Primary School and Kindergarten and,
2. Students' personal mobile phones and smartwatches 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

Vermont Primary School and Kindergarten understands that students may bring a personal mobile phone or smart watch to school, particularly if they are travelling independently to and from school.

At Vermont Primary School and Kindergarten:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.
- Students who choose to wear a smart watch must have all notifications disabled and may not take photographs or videos with it. Nor can any calls or messages be made to or from the smart watch 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Vermont Primary School and Kindergarten 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 smart watches owned by students at Vermont Primary School and Kindergarten 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 smart watch to school unless there is a compelling reason to do so. Please note that Vermont Primary School and Kindergarten 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 Vermont Primary School and Kindergarten'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, Vermont Primary School and Kindergarten will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Vermont Primary School and Kindergarten students are required to store their phones either with a class teacher (Year 5 & 6) or handed into the school administration office to be placed in a lockable cupboard (F-4).

## ENFORCEMENT

Students who use their personal mobile phones inappropriately at Vermont Primary School and Kindergarten may be issued with consequences consistent with our school's existing *Student Engagement and Wellbeing* and *Bullying Prevention* policies.

At Vermont Primary School and Kindergarten 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

## 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 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 Health Support Plan

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

Specific exception	Documentation
Students on excursions and camps	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**

Vermont Primary School and Kindergarten 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 events (not school related)
- 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
- Included in staff induction and child safety training processes
- Included as annual reference in school newsletter
- Made available in hard copy from school office upon request

**RELATED POLICIES AND RESOURCES**

- See School website for Student Wellbeing and Engagement, Personal Property and Bullying Prevention Policies
- [Mobile Phones — Student Use Policy](#)

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	August 2022
Approved by	Principal and School Council
Next scheduled review date	August 2026