

Acceptable and Responsible Use of Mobile Phones Policy

Rationale:

The increased ownership and use of mobile phones (and other personal mobile devices such as smartwatches) requires that students, staff and parents take steps to ensure that mobile phones are used responsibly.

Purpose:

Mount View Primary School has established the following policy for mobile phones that provides staff, students and parents guidelines and instructions for the appropriate use of mobile phones during school hours and highlights the exclusion of the devices on excursions, camps and extra-curricular activities.

Scope:

This policy applies to:

1. All Students enrolled at Mount View Primary School and,
2. Students' personal mobile phones and other personal mobile devices.

Definitions:

A mobile phone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

A personal mobile device is a device that may connect to or have a similar functionality to a mobile phone such as a smartwatch or other wearable device.

Policy:

Mount View Primary School understands that students may bring a personal mobile phone or other personal mobile device to school, particularly if they are travelling independently to and from school.

In accordance with the Department of Education and Training's (DET) [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones and other personal mobile devices must not be used at Mount View Primary School during school hours, including lunch time and recess, unless an exception has been granted by the school.

Where a student has been granted an exception, the student must use their mobile phone or personal mobile device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Mobile phones and personal mobile devices owned by students are considered valuable items and are brought to school at the owner's (students or parent/carers) risk. Students are encouraged not to bring a mobile phone or personal mobile device to school unless there is a compelling reason to do so. Please note that Mount View 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.

Where students bring a mobile phone or personal mobile device to school, Mount View Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Mount View, this secure storage will be a teacher's lockable filing cabinet, desk draw or cupboard.

Students who use their personal mobile phones or other personal mobile devices inappropriately at Mount View Primary School may be issued with consequences consistent with our school's existing student engagement and wellbeing policies which can be found on the [Mount View Primary School website](#).

At Mount View Primary School, inappropriate use of mobile phones and other mobile devices is any use during school hours, unless an exception has been granted, and particularly use of a mobile phone:

- In any way that disrupts theirs and others' learning
- To send inappropriate, harassing or threatening messages or phone calls

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- To engage in inappropriate social media use, including cyber bullying.

Guidelines and implementation for student use of mobile phones and other personal mobile devices:

In order for students to carry a mobile phone or personal mobile device during school hours, students and their parents or carers must first read this policy and return the attached permission and acknowledgement form to the school (Appendix 1). This form is to be signed by the students, parent and classroom teacher and retained by the teacher. Parents/carers may revoke approval at any time.

In cases of emergency, the school office remains a vital and appropriate point of contact to ensure your children are reached quickly and assisted in an appropriate way.

It is the responsibility of the student who brings a mobile phone or personal mobile device onto school premises to adhere to the guidelines outlined in this document.

Parents should be aware and have given permission for their child to take a mobile phone or personal mobile device onto school premises.

Permission to have a mobile phone or other personal mobile device at school while the student is under the school's supervision is contingent upon parent/carer permission in the form of a signed copy of the below permission form (Appendix 1).

Mobile phones and other personal mobile devices may only be used before and after school hours (8.50am-3.30pm) and can only be used for communicating with parents.

Students who bring a mobile phone or other personal mobile device to school must switch it off and hand it in to their teacher to store during school hours.

Students are required to mark their mobile phone or personal mobile device clearly with their names.

Students are not permitted to bring mobile phones or other personal mobile devices to school camps or to any excursions and extra-curricular activities. If taken, teachers are permitted to confiscate them for the duration of the camp/excursion.

If the mobile phone or personal mobile device can operate as a camera or to access the internet, students are not permitted to use them for these purposes. If observed using this technology, teachers are permitted to request the student delete the photographs (and may be observed while doing so) or confiscate the device for the duration of the school day.

Renewal and Approval:

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

Appendix 1:
Student Mobile Phone Permission and Acknowledgement Form

Parent/Guardian Permission

I have read and understand the *Acceptable and Responsible Use of Mobile Phones Policy* for Mount View Primary School and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

In cases of emergency, the school office remains a vital and appropriate point of contact to ensure your child is reached quickly, and assisted in an appropriate way.

I give my child permission to carry a mobile phone or other personal mobile device to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately during school hours.

Parent Name (print): _____

Parent Signature: _____

Date: _____

Student Acknowledgement

I will keep my mobile phone switched off at all times during school hours and will hand it in to my classroom teacher at the beginning of the school day.

I understand that my mobile phone or mobile device is my responsibility, not the school's.

Student Name (print): _____

Student signature: _____

Date: _____

Teacher Name (print): _____

Teacher signature: _____

Date: _____