

# MOBILE PHONES – STUDENT USE



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

## PURPOSE

To explain to our school community the Department's and Quarters Primary School's policy requirements and expectations relating to students using mobile phones and smart watches during school hours.

## SCOPE

This policy applies to:

1. All students at Quarters Primary School
2. Students' personal mobile phones/smart watches 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.

**A smartwatch** is a wearable computing device that closely resembles a wristwatch or other time-keeping device. In addition to telling time, many smartwatches are Bluetooth-capable. The watch becomes a wireless Bluetooth adaptor capable of extending the capabilities of the wearer's smartphone to the watch.

## POLICY

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

At Quarters Primary School:

- Students who choose to bring mobile phones to school must have them switched off and 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 and Smart Watch 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 Quarters 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.

Smart Watches may be worn but cannot be connected to a smart phone or any other device before, during or after the school day whilst still on school grounds. Smart Watches are only to be used for time telling purposes.

## Secure storage

Mobile phones owned by students at Quarters 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 to school unless there is a compelling reason to do so. Please note that Quarters 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. Refer to the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Quarters Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Quarters Primary School students are required to store their phones at the front office as soon as they arrive at school. The phone must be switched off whilst at school.

## Enforcement

Students who use their personal mobile phones inappropriately at Quarters Primary School may be issued with consequences consistent with our school's existing student engagement policies e.g., *Student Wellbeing and Engagement* and/or *Code of Conduct* or *Bullying* policies.

At Quarters 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, swimming pools 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 — 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 Education 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
Travelling to and from excursions	Not applicable to the Primary School setting
Students on excursions and camps	Not applicable to the Primary School setting
When students are offsite (not on school grounds) and unsupervised with parental permission	Not applicable to the Primary School setting
Students with a dual enrolment or who need to undertake intercampus travel	Not applicable to the Primary School setting

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

Quarters Primary School 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
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience

## COMMUNICATION

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

- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2022
Approved by	Principal
Next scheduled review date	November 2025