



## MOBILE PHONES – STUDENT USE POLICY

Approved by School Council:  
October 2019

Review:  
October 2021

### Introduction

Mobile phones and other portable digital devices (for example, Smart Watches) are widely used for communication and recording, however they can be used improperly, lost or damaged at school. The use of such devices needs to be carefully managed in schools to maintain a safe learning environment.

### Purpose

To explain to our school community the Department's and Gladstone Views Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

### Scope

This policy applies to:

- all students at Gladstone Views Primary School
- students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime, on camps, excursions and during school sanctioned events.

### 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

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

At Gladstone Views Primary School:

- students who choose to bring mobile phones to school must have them switched off and securely stored in the office 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 Gladstone Views Primary School during school hours, including before and after school while on-site and during 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 Gladstone Views 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 Gladstone Views 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 Gladstone Views Primary School Personal Property Policy and the Department's [Claims for Property Damage and Medical Expenses policy](#).]

Where students bring a mobile phone to school, Gladstone Views Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Gladstone Views Primary School students are required to store their phones in the school administration office, placed in a lockable drawer.

## Enforcement

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

At Gladstone Views 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
  - 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. 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

### 2. 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

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**

Students are not permitted to have portable digital devices at any time when on school excursions or camps, unless specific permission is requested, in writing, and approved by the Principal.

### **Exclusions**

This policy does not apply to

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

### **Related policies and resources**

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

### **Review Cycle**

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