



MOBILE PHONES-STUDENT USE POLICY

Daylesford Primary School
Drummond Primary School
Yandoit Primary School



*We are Respectful, We are Responsible Learners, We are Honest and Trustworthy,
We are Caring and Compassionate, We are Good Citizens*

PURPOSE

To explain to our school community the Department's and Daylesford, Yandoit and Drummond Primary Schools' policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

SCOPE

This policy applies to:

1. All students at Daylesford, Yandoit and Drummond Primary Schools and,
2. Students' personal mobile phones and other personal mobile devices 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

Daylesford, Yandoit and Drummond Primary Schools understand that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Daylesford, Yandoit and Drummond 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

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Daylesford, Yandoit and Drummond 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.

Secure storage

Mobile phones owned by students at Daylesford, Yandoit and Drummond 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 Daylesford, Yandoit and Drummond 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 Daylesford, Yandoit and Drummond Primary Schools' Personal Property Policy AND/OR the Department's [Personal Goods policy.](#)



*We pay our respects to elders past, present and emerging.
We are proud to acknowledge Dja Dja Wurrung as the Traditional Owners of this Country.*

Where students bring a mobile phone to school, Daylesford, Yandoit and Drummond Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Daylesford, Yandoit and Drummond Primary School students are required to store their phones by handing them into the school administration office to be placed in a lockable cupboard.

Enforcement

Students who use their personal mobile phones inappropriately at Daylesford, Yandoit and Drummond Primary Schools may be issued with consequences consistent with our schools' existing *Student Wellbeing and Engagement Policy*, *Code of Conduct Policy* and *Bullying policy*.

At Daylesford, Yandoit and Drummond 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 Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones 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 |

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, camps, school performances | Risk assessment planning documentation |

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| 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

Daylesford, Yandoit and Drummond 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 Care (OSHC)
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET

RELATED POLICIES AND RESOURCES

- Daylesford, Yandoit and Drummond Primary Schools' *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying Policies*
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

REVIEW PERIOD

This policy was last updated on December 2019 and is scheduled for review on 2022.