



“We flourish as engaged bilingual global citizens who can face challenges as critical, creative thinkers. Our exemplary holistic education promotes a lifelong love of learning.”

## MOBILE DEVICES- STUDENT USE POLICY

### HELP FOR NON-ENGLISH SPEAKERS



If you need help to understand the information in this policy please contact the school office on 9882 4663.

### PURPOSE

To explain to our school community the Department’s and Camberwell 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:

1. All students at Camberwell Primary School 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.

**Other personal mobile devices** refers to any device that may connect to or have a similar functionality to a mobile phone such as iPads, smart watches and other wearable devices.

### POLICY

Camberwell Primary School understands that students may bring a mobile phone or other mobile device to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

At Camberwell Primary School:

- Students who choose to bring mobile phones and other personal mobile devices to school must have them switched off and hand them to class teachers for secure storage 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.

School Name: Camberwell Primary School Camberwell Road campus and Reserve Road campus		Policy name Mobile Devices- Student Use		Policy Ref. Number Other	
Approved by: Principal	Date: March 2023	Next: <b>2026</b>		Version 2.0	



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## 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 Camberwell Primary School during school hours, which includes when the yard is supervised from 8:40am until 3:40pm. Devices are therefore not to be used once students are on-site, including before class, at 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 other personal mobile devices owned by students at Camberwell 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 or other personal mobile device to school unless there is a compelling reason to do so. Please note that Camberwell 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 Camberwell Primary School’s Personal Property Policy AND/OR the Department’s [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone or other personal mobile device to school, Camberwell Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Camberwell Primary School students are required to switch their phones or other personal devices off and hand them in to their teacher upon arrival at school. Teachers will ensure mobile phones and other personal mobile devices are placed in a locked cupboard within the classroom and will hand mobile phones and other personal devices back to students at the end of the school day.

## Enforcement

At the beginning of the school day, teachers will remind students to turn off and hand in their mobile phones or other personal mobile devices. These phones and devices will then be stored securely until the end of the school day. Students who use their personal mobile phones inappropriately at Camberwell Primary School may be issued with consequences consistent with our school’s Student Engagement and Wellbeing Policy.

At Camberwell 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

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- 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 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 and camps	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

In most circumstances, students will not be allowed to bring their mobile phones or other personal mobile devices on overnight school camps or excursions. The school will provide students and their parents/carers with information about items that can be brought to special activities and events, including mobile phones.

### Exclusions

This policy does not apply to:

- Out of school-hours care (OSHC)
- Out of school activities
- Travelling to and from school.

## COMMUNICATION

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

- available publicly on our school website
- included in the staff handbook
- included in the school newsletter annually or as required
- included in parent handbooks
- hard copy available from the school office upon request.

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following CPS policies:

- CPS Student Wellbeing and Engagement Policy
- CPS Child Safety and Wellbeing Policy
- CPS Personal Property Policy

The following Department policies and resources have informed the development of this policy:

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)

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- [Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	2026

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