

Date:  
March  
2020

# MELTON WEST PRIMARY SCHOOL MOBILE PHONE POLICY

## 1. PURPOSE

To explain to our school community Melton West Primary School's policy requirements, and expectations regarding the safe and appropriate use of personal mobile devices by students, at school or during school activities.

## 2. POLICY STATEMENT

This policy applies to:

1. All students at Melton West Primary School and,
2. All personal mobile devices that have not been approved by Melton West Primary School and/or classroom teacher for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

**Personal mobile devices** are portable computing and communication devices such as smartphones, and smart watches.

## 3. IMPLEMENTATION

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

- During school hours, personal mobile devices must be switched off, and locked securely in the school office. Phones are to be handed in to the office in the morning and collected at the end of the day.
- Students **are not** permitted to access their personal mobile devices during lunchtime or recess, unless they have sought and been granted an exemption to this Policy by the Principal.
- If students are found to have devices in their possession these will be confiscated and stored securely at the school office. Students can pick the device up at the office at the end of the school day.

Personal mobile devices must not be used:

- during class or assemblies or 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,

Students who use their personal mobile device inappropriately at school may be issued with consequences consistent with our school’s *Student Wellbeing and Engagement* and/or *Bullying* policies.

Students are responsible for their personal mobile device. Please note that the Melton West Primary School does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices that may be brought to school. Students are responsible for items brought to school.

In most circumstances, students will not be allowed to bring their personal mobile device on overnight school camps or excursions. Melton West Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile device.

#### Supporting Documents and references

- School Policy and Advisory Guide: [Students Using Mobile Phones](#)
- [School Policy and Advisory Guide: Ban, Search and Seize Harmful Items](#)

## 4. EVALUATION AND REVIEW

This policy will be reviewed as part of our school’s regular three-year review cycle or more often if necessary due to changes in regulations or circumstances.

<b>Date Reviewed: (School Council Endorsement)</b>	15 <sup>th</sup> June 2020
<b>Date of Last Review</b>	March 2020
<b>Next Review Due Date</b>	February 2023
<b>Responsible for Review</b>	Assistant Principal
<b>Frequency of Review</b>	3 year review cycle
<b>References</b>	Victorian Government Schools Policy Advisory Guide

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