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| Policy Title | **Mobile Phone – Student Use Policy**  |
| Ratified at School Council | Feb, 2021 |
| Updated on | Feb, 2021 |
| Reviewed by | Feb, 2024  |

**Purpose**

To explain to our school community the Department’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 Toorloo Arm Primary School and,
2. Students’ personal mobile phones 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.

**Policy**

At Toorloo Arm Primary School,

* Students who choose to bring mobile phones to school must have them switched off and handed in at the office before 9.00am for safe storage throughout the day.
* 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](https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx) issued by the Minister for Education, personal mobile phones must not be used at Toorloo Arm 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 Toorloo Arm 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 we do not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items.

Where students bring a mobile phone to school, we will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

**Enforcement**

Students who use their personal mobile phones inappropriately at school may be issued with consequences consistent with our school’s existing student wellbeing and engagement policy

**Exceptions**

Exceptions to the policy:

* may be applied during school hours if certain conditions are met, specifically,
	+ Health and wellbeing-related exceptions

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

**Related policies and resources**

* [Mobile Phones – Department Policy](https://www.education.vic.gov.au/school/principals/spag/safety/Pages/mobilephones.aspx)
* [Ban, Search and Seize Harmful Items](https://www.education.vic.gov.au/school/principals/spag/safety/Pages/property.aspx)
* [Personal Goods](https://www.education.vic.gov.au/school/principals/spag/governance/pages/personalgoods.aspx) – Department policy

**Review period**

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