



YINNAR PRIMARY SCHOOL

Mobile Phone/Device Policy

Student Use



Help for non-English speakers

If you need help to understand the information in this policy please contact Yinnar Primary School on 0351631362

PURPOSE

To explain to our school community the Department's and Yinnar Primary School's policy requirements and expectations relating to students using mobile phones [and other personal mobile devices such as Smart Watches and cellular enabled devices including Ipads and tablets] during school hours.

SCOPE

This policy applies to:

1. All students at Yinnar Primary School
2. Students' personal mobile phones and other personal mobile devices such as Smart Watches and cellular enabled devices including Ipads and tablets 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, cellular enabled Ipads and Tablets.

POLICY

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

At Yinnar Primary School:

- Students who choose to bring mobile phones, Smart Watches, cellular enabled Ipads and Tablets to school must have them switched off.
- Mobile phones and cellular Ipads and Tablets must be handed into the school office at the beginning of the school day where they will be securely stored during school hours.
- Smart Watches must have the cellular & wifi function disabled 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 on 0351631362.

PERSONAL MOBILE PHONE USE

In accordance with the [Department's Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones, Smart Watches, cellular enabled ipads and tablets must not be used at Yinnar 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, Smart Watches, cellular enabled Ipads and Tablets for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

SECURE STORAGE

Mobile phones, Smart Watches, cellular enabled Ipads and Tablets owned by students at Yinnar 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, Smart Watch, cellular enabled Ipad and/or Tablet to school unless there is a compelling reason to do so. Please note that Yinnar 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 Yinnar 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, cellular enabled Ipad and/or Tablet to school, Yinnar Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Yinnar Primary School students are required to bring their mobile phone, cellular enabled Ipad and/or Tablet to the General office for safe storage. The mobile phone, cellular enabled Ipad and/or Tablet must be switched off.

Smart Watches must be disabled from their cellular function so that text messages, phone calls and internet function cannot be used during school hours.

ENFORCEMENT

Students who use their personal mobile phone, Smart Watch, cellular enabled Ipad and/or Tablet inappropriately at Yinnar Primary School may be issued with consequences consistent with our school's existing student engagement policies.

Any student found to be using their Smart Watch as a mobile device during school hours (including recess & lunch time) will be required to take the Smart Watch to the school office for secure storage, where it can be collected at the end of the school day.

At Yinnar Primary School inappropriate use of mobile phones, Smart Watches, cellular enabled Ipad and/or Tablet 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 tests 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 categories of exceptions allowed under the Department's [Mobile Phones — Student Use Policy](#) which relate to Yinnar Primary School are:

1. Learning-related exceptions

Specific exception	Documentation
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 & supporting certificate from a medical practitioner

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

Yinnar 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, Smart Watches, cellular enabled Ipads and/or Tablets.

COMMUNICATION

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

- Available publicly on [Yinnar Primary School's](#) website
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Insert links to your school's relevant policies e.g. *Student Wellbeing and Engagement, Code of Conduct, Personal Property, Bullying etc.*]
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	30 August 2022
Consultation	School Council
Approved by	Principal
Next scheduled review date	October 2025