



## MOBILE PHONE POLICY

### PURPOSE

To explain to our school community the Department's and Northcote 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 Northcote 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 device** 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

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

At Northcote Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours at the office
- 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 devices must not be used at Northcote 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 Northcote 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 Northcote 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 Northcote Primary School's **Personal Property Policy**.

Where students bring a mobile phone to school, Northcote Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Northcote Primary School it is expected that mobile devices are handed into the school administration office prior to the first bell at 9:00am or upon arrival and collected after the last bell, at 3:30pm or early departure (if necessary). All devices are kept safe and placed in a lockable cupboard, with the school's administration staff.

### Enforcement

Students who use their personal mobile phones inappropriately at Northcote Primary School may be issued with consequences consistent with our school's existing Student Engagement, Inclusion and Wellbeing; Bullying Prevention Policies and Student *Code of Conduct*.

At Northcote 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 students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	NA



### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Older 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	NA
Students on excursions and camps	NA
When students are offsite (not on school grounds) and unsupervised with parental permission	NA
Students with a dual enrolment or who need to undertake intercampus travel	NA

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

Northcote 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)
- Out-of-school-hours events
- Travelling to and from school

#### Communication

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings



- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- *Student Wellbeing, Inclusion and Engagement Policy, Code of Conduct, Personal Property, Anti-Bullying Policies*
- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2024
Consultation	NPS Staff - October 2024 School Council - October 2024
Approved by	Principal
Next scheduled review date in 4 years	October 2027