



ALFREDTON PRIMARY SCHOOL

MOBILE PHONES-STUDENT USE POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact
Alfredton Primary School - PH: (03) 53341572

PURPOSE

To explain to our school community the Department's and Alfredton 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 Alfredton 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.

POLICY

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

At Alfredton Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Alfredton Primary School during school hours, including lunchtime and recess.

Secure storage

Mobile phones owned by students at Alfredton 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 Alfredton

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.

Where students bring a mobile phone to school, Alfredton Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Alfredton Primary School students are required to store their phones in locked boxes provided in classrooms or handed into the school administration office to be placed in a secure location.

Enforcement

Students who use their personal mobile phones inappropriately at Alfredton Primary School may be issued with consequences consistent with our school's existing student engagement policies.

- [Code of Conduct Policy](#)
- [Child Safety Policy](#)
- [Student Wellbeing and Engagement Policy](#)

At Alfredton Primary School, inappropriate use of mobile phones is **any use during school hours** 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

Camps, excursions and extracurricular activities

Alfredton 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 Communication section is not mandatory and can be deleted. However for consistency with your other policies you may wish to retain it and/or include it in a spreadsheet listing all your school's policies and outlining the communication method your school uses next to each policy. You can adapt our consolidated spreadsheet of all policies for this purpose – refer to [Communicating our Policies](#)

Please delete any of the options below that you do not intend to use noting that the first method is strongly recommended. It is important to give careful consideration as to the most effective method of ensuring your school community are aware of and understand the requirements under this policy.]

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)

- Included in staff induction processes and staff training
- Included in school newsletter
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions as required
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Code of Conduct Policy](#)
- [Child Safety Policy](#)
- [Student Wellbeing and Engagement Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Consultation	To be presented to School Council on March 14 th 2023
Approved by	Principal
Next scheduled review date	February 2027