



Thomastown West Mobile Phones Policy 2020 - 2024

Thomastown West Primary School is committed to providing a safe, secure and stimulating learning environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture helps to engage students and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are closely linked.

PURPOSE

To explain to our school community, the Department of Education's and Thomastown West Primary School's policy requirements and expectations relating to students using mobile phones during school hours.

SCOPE

This policy applies to:

1. All students at Thomastown West Primary and,
2. Students' personal mobile phones and smart watches (brought onto school premises during school hours, including recess and lunchtime).

DEFINITIONS

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.

POLICY

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

At Thomastown West Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in the school office 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.

Personal mobile phone use

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



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Secure storage

Mobile phones owned by students at Thomastown West 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 Thomastown West 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 Thomastown West Primary School's Personal Property Policy AND/OR the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Thomastown West Primary school will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Thomastown West Primary school students are required to store their phones at the front office of the school in the Administration building. Students will be provided with a resealable plastic sleeve marked with their name. This bag, containing the phone will be placed in a lockable cupboard for the duration of the day. At 3:15pm, students will be able to access their phones, returning the plastic, resealable bag to the office for future use.

Enforcement

If found to have a mobile phone, Thomastown West Primary School staff will instruct the student to hand over the item(s) and if the student refuses to hand over the items, implement the relevant disciplinary provision within the schools School Wide Positive Behaviour procedures and Student Engagement, Wellbeing and Inclusion Policy. .

Students who use their personal mobile phones inappropriately at Thomastown West Primary school may be issued with consequences consistent with our school's Student Wellbeing, Engagement and Inclusion Policy.

At Thomastown West Primary School inappropriate use of mobile phones is **any use during school hours** (including school evening events eg. Kaboom Sports, concerts, camps, excursions and while on school grounds before and after school), 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 (such as a student with diabetes may use their mobile phone to monitor their blood sugar); 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](#).

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The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
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
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	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

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

Thomastown West 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. The enforcement of inappropriate access and use of mobile phones on camps, excursions and extracurricular activities is as described in the enforcement section of this policy.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Travelling to and from school



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RELATED POLICIES AND RESOURCES

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

EVALUATION

- This policy will be reviewed as part of the Thomastown West Primary School four year policy review cycle.

Date Implemented	2016; 2020
Author	Principal Assistant Principal TWPS Leadership Team
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Responsible for Review	Assistant Principal
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References	Victorian Government Schools Policy Advisory Guide