



**Help for non-English speakers** - If you need help to understand the information in this policy, please contact Administration at Ph. 8766 4000

## PURPOSE

To explain to our school community the Department's and Barton Primary School's policy requirements and expectations relating to students using mobile phones and smart watches during school hours.

## SCOPE

This policy applies to:

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

## DEFINITIONS

**A mobile device** is a device with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, "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

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

At Barton Primary School:

- Students who choose to bring mobile devices to school must have them switched off and securely stored at the front 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 device use

In accordance with the Department's Mobile Phones — Student Use Policy issued by the Minister for Education, personal mobile devices must not be used at Barton 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 device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

### Secure storage

Mobile devices owned by students at Barton 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 Barton 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 Department's Claims for Property Damage and Medical Expenses policy.

Where students bring a mobile device to school, Barton Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Barton Primary

School students are required to store their phones by handing them into the school administration office to be placed in a lockable cupboard upon their arrival at school. They can be collected at the end of the day.

## Enforcement

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

At Barton Primary School, inappropriate use of mobile device is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile device:

- 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

In the event that a student brings their mobile device to school and does not store it at the office for the duration of the school day, they will be issued with one warning and they will be asked to store their device in the office for the day. If they bring their phone a second time without following storage protocols, the parent/carer will be required to collect the device from the school.

## 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 three categories of exceptions allowed under the Department's Mobile Phones — Student Use 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	Individual Learning Plan, Individual Education Plan

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan

### 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

Barton 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
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

#### RELATED POLICIES AND RESOURCES

- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

#### POLICY REVIEW AND APPROVAL

Policy last reviewed	26th April 2022
Consultation	School Council
Approved by	Principal
Next scheduled review date	Term 2 2025