



Newhaven Primary School

Student Mobile Phone Use Policy

PU RPOSE

To explain to our school community the Department's and Newhaven 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 Newhaven Primary School and,
2. Students' personal mobile phones and other personal mobile devices, that can send messages or take images.

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.

POLICY

At Newhaven Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours at the school 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 phones must not be used at Newhaven 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 Newhaven 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 Newhaven 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, Newhaven Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Newhaven Primary School students are required to store their phones at the office with the administration staff to be placed in a lockable cupboard.

Enforcement

Students who use their personal mobile phones inappropriately at Newhaven Primary School may be issued with consequences consistent with our school's existing student engagement policies: *Student Wellbeing and Engagement*.

At Newhaven 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

The Principal must be presented with documentation of the medical condition by the student’s GP or Specialist with a written diagnosis or Student Health Plan before the exemption will be considered.

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - Health and wellbeing-related exceptions

2. Health and wellbeing-related exceptions

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

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

RELATED POLICIES AND RESOURCES

- [Mobile Phones – Department Policy](#)

REVIEW PERIOD

This policy was last updated on 19th Nov 2019 and is scheduled for review on 24th May 2022.