

PURPOSE

To explain to our school community the Department's and Oak Park Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices eg smart watches during school hours.

SCOPE

This policy applies to:

1. All students at Oak Park 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

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

The bringing of mobile phones and other personal mobile devices by students is discouraged at Oak Park Primary School.

However, we understand there will be circumstances when students may need to bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Oak Park Primary School:

- Parents will be asked to let the school know that their child/children will be bringing a mobile phone or other personal mobile device, to school.
- Students who bring mobile phones to school must have them switched off and securely stored in the lockable storage container in the 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 can 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 Oak Park 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.

iPads

Oak Park Primary School is a 1:1 BYO iPad school and strongly believes that the iPad can be a very valuable tool for learning. Students are expected to sign an agreement (see 'Acceptable Digital Technologies User Agreement') committing to:

- Only using digital technologies for learning purposes.
- Turning off all notifications so that learning is not interrupted.
- Staying on task while using school approved educational apps.
- Reporting any misuse of digital technologies.
- Turning off iMessage or other instant messaging apps (including social media) while at school.
- Using digital technologies to communicate with others for learning purposes only (i.e. no personal messaging during school times).

Secure storage

Mobile phones owned by students at Oak Park 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 Oak Park 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 [Personal Goods policy](#)

Where students bring a mobile phone to school, Oak Park Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Oak Park Primary School students are required to hand their phones into the school administration office to be placed in a lockable cabinet.

Enforcement

Students who are found to have a phone that has not been handed into the office will have the phone confiscated and placed into the lockable storage in the office. In the first instance, parents will be called and reminded of this policy. Subsequent breaches will be dealt with using the school's usual procedures.

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

At Oak Park 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 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 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

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

Oak Park 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

- Travelling to and from school
- iPads