



# Fountain Gate Primary School

## MOBILE PHONES POLICY

### PURPOSE

To clarify the DET and Fountain Gate Primary School policy requirements and expectations relating to students using mobile phones and smart watches during school hours.

### SCOPE

This policy applies to:

All students at Fountain Gate Primary School and students' personal mobile phones and smart watches 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

### IMPLEMENTATION

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

At Fountain Gate Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
  - For students in Grade 3-6, they must be switched off and stored securely in an individual locker.
  - For students in Grade 2 or below, a parent letter must be provided explaining the need for the device. Devices must be switched off and handed in to the office when the student arrives for secure storage during the day.
- 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 Fountain Gate 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 Fountain Gate 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 Fountain Gate 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, Fountain Gate Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Fountain Gate Primary School students are required to store their phones in their locker (Students in Grade 3 to 6 only) or hand them directly to the office when they arrive at school. Students in Grade 3 to 6 will not share their 4 digit locker code with other students.

## ENFORCEMENT

Students who breach the school's mobile phone policy will have the phone confiscated by the principal or acting principal for the day, and stored in a secure location, only accessible to the principal. If a breach of the policy occurs off site, the staff member in charge of the excursion/camp would be authorised to confiscate the phone for the period of time needed to ensure the safety and wellbeing of all participants.

The principal or teacher in charge should instruct the student to hand over the item and if the student refuses, parents/guardians will be contacted and asked to attend the school to remove the phone from the child's possession. If the principal has a reasonable belief that the object is being used for dangerous purposes they will contact Victoria Police. Students who use their personal mobile phones inappropriately at Fountain Gate Primary School may be issued with consequences consistent with our school's existing student engagement policies; *Student Wellbeing and Engagement* and *Bullying* policies.

At Fountain Gate 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 testing or 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**

<b>Specific exception</b>	<b>Documentation</b>
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Education Plan

### **2. Health and wellbeing-related exceptions**

<b>Specific exception</b>	<b>Documentation</b>
Students with a health condition	Student Health Support Plan

### **3. Exceptions related to managing risk when students are offsite**

<b>Specific exception</b>	<b>Documentation</b>
Students on excursions and camps	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 & EXTRA CURRICULAR ACTIVITIES**

Fountain Gate 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
- iPads

### **RELATED POLICIES AND RESOURCES**

- [Mobile Phones – Department Policy](#)

### **REVIEW PERIOD**

This policy was last updated on 01/09/2022 and is scheduled for review on May 2025