

PERSONAL MOBILE DEVICES

PURPOSE

To explain to our school community Wembley Primary School's policy requirements, and expectations regarding the safe and appropriate use of mobile and wearable devices by students, at school or during school activities.

This is a requirement following the ministerial policy formally issued by the Minister for Education, under section 5.2.1(2)(b) of the Education and Training Reform Act 2006, and outlines the requirements of the Minister for Education relating to the safe and appropriate use of personal mobile devices during school hours.

SCOPE

This policy applies to:

- all students at Wembley Primary school
- all personal devices that have not been approved by the school for the purpose of carrying out and engaging in the teaching and learning of the curriculum.

DEFINITIONS

Personal mobile devices are portable computing and communication devices such as smartphones, tablet computers and smart watches.

POLICY

The school understands that students may bring personal mobile devices to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

Personal mobile device use

During school hours, personal mobile devices must be:

- Stored securely at the school
- If bringing their personal device to school, it must be clearly labelled with the student's name
- As part of the roll process, students will be asked to hand in their personal device to their teacher
- The personal device will be securely stored, for the duration of the day, inside a lockable box
- The personal device will be returned to students at the end of the school day. If in a specialist class at the end of the school day, students will need to return to their classroom to retrieve their personal device. If a student/s fails to collect their personal device at the end of the school day, the classroom teacher will bring the device up to the school office, for security overnight.
- Students are not permitted to access their mobile devices during class, lunchtime and recess.

Personal mobile wearable device use

Mobile and wearable devices must only be used as a device for accessing the time, and notifications must be switched off.

Personal mobile devices must not be used:

- during class or assemblies or 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 and gym.

Insurance

Please note that the school does not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including mobile phones that may be brought to school.

Mobile phones owned by students are brought to school at the owner's risk, like any other personal item. Please refer to the Department's [Personal Goods policy](#), which states that 'private property brought to school by students is not insured by the school or covered by school insurance, and is not the responsibility of the Department of Education and Training or school if that property is lost, stolen or damaged'.

Camps and Excursions

The same rules apply to camps and excursions.

There may be circumstances in which a student may apply to the Principal for an exemption from this policy on the basis of safety and/or wellbeing requirements particular to that student. If this is the case, please contact the Principals.

Actions and Consequences for breach

Students who do not abide by the Wembley Personal Devices Policy, and who use their mobile devices inappropriately at school, may be issued with consequences consistent with our school's *Student Wellbeing & Engagement Policy*.

Inappropriate personal mobile device use may result in the device being confiscated and stored securely at the general office. In these circumstances, the mobile device will be returned to the student with their parent/carer at the end of the school day.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Students Using Mobile Phones](#)

Reference: www.education.vic.gov.au/principals/spag/safety/pages/mobilephones.sapx

Please refer also to the following policies on our school website:

- School's Bullying Prevention Policy
- Responding to Student Sexual Offending Policy
- Photographing & Filming Children Policy
- Student Wellbeing & Engagement Policy.

REVIEW CYCLE

This policy, first developed in this format in July 2019, will be reviewed as part of the school's three-year review cycle or if guidelines change.

This policy was ratified by School Council Sept 2019-09-18 and updated January 2020.