



# CAVENDISH PRIMARY SCHOOL

“A Rural Tradition of Excellence”

## MOBILE PHONES – STUDENT USE

### PURPOSE

To explain to our school community the Department’s and Cavendish 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 Cavendish 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.

### POLICY

Cavendish Primary School does not permit students to bring a personal mobile phone to school. Exceptions to this policy may be applied if certain conditions are met (see below for further information)

#### **Personal mobile phone use**

In accordance with the Department’s [Mobile Phones – Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Cavendish 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 Cavendish Primary School are considered valuable items and are brought to school at the owner’s (student’s or parent/carer’s) risk. Please note that Cavendish 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 phone to school, Cavendish Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Cavendish Primary School students are required to hand their phones to their classroom teachers for safe keeping during school hours.

## Enforcement

Students who use their personal mobile phones inappropriately at Cavendish Primary School may be issued with consequences consistent with our school's existing student engagement policies eg. *Student Wellbeing and Engagement*, *Code of Conduct* or *Bullying* policies.

At Cavendish 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

Exceptions to the policy:

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

### *Health, medical and wellbeing-related exceptions*

Specific exception	Documentation
Students with a health condition eg: diabetes	Student Health Support Plan
Students who are Young Carers	A localised student record

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

Cavendish 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 events
- Wearable devices

## 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 school newsletter
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

See the school's website link for the following policies: <http://cavendishps.vic.edu.au/school-policies/>

- Student Wellbeing and Engagement Policy
- Code of Conduct
- Bullying Policy

## POLICY REVIEW AND APPROVAL

Policy last reviewed	16 <sup>th</sup> February 2022
Consultation	School Council 16 <sup>th</sup> February 2022
Approved by	Principal
Next scheduled review date	February 2025