

Student Use Mobile Phone Policy:

Purpose

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

Implementation:

This policy applies to:

- All students at Melton Primary School and Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours.

Secure storage

Mobile phones owned by students at Melton 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 Melton 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 Melton Primary Schools Personal Property Policy AND/OR the Department's [Claims for Property Damage and Medical Expenses policy](#).

- Where students bring a mobile phone to school, Melton Primary will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

At Melton Primary School students are required to hand their phone into the school office (before they start school each day), students will have an individual pocket that their phones are stored in.

- Phones will be stored in the safe room once the school day has commenced.
- Students will collect their phones from the school office at the end of the school day.

Enforcement

Students who use their personal mobile phones inappropriately at Melton Primary School may be issued with consequences consistent with our school's existing Student Engagement and Wellbeing Policy.

At Melton 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

Enforcement

Melton 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.

Exemptions

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.

Health and wellbeing-related exceptions

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

Policy review and approval

Policy last reviewed	15th May 2024
Approved by	Principal
Next scheduled review date	May 2027