



Cranbourne East Primary School

MOBILE DEVICES – STUDENT USE



Help for non-English speakers

If you need help to understand the information in this policy please contact the school.

PURPOSE

To explain to our school community the Department's and Cranbourne East 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 Cranbourne East 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.

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

POLICY

Cranbourne East Primary School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school.

At Cranbourne East Primary School:

- Students who choose to bring mobile phones or devices to school must have them switched off and taken to the school library during school hours (8:45am-3:15pm) where the device will be stored securely at the office.
- 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



Cranbourne East Primary School

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 Cranbourne East 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/devices owned by students at Cranbourne East 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 Cranbourne East 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 Cranbourne East Primary School's Personal Property Policy and the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone or personal mobile device to school, Cranbourne East Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Cranbourne East Primary School students are required to switch their device off and take it to the school library during school hours (8:45am-3:15pm) where the device will be stored securely at the office.

Enforcement

Students who use their personal mobile device inappropriately at Cranbourne East Primary School may be issued with consequences consistent with our school's existing student engagement policies such as Student Wellbeing and Engagement and/or Bullying Prevention Policies.

At Cranbourne East Primary School inappropriate use of mobile phones or devices 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

If students are found not to have secured their personal mobile device as set out in this policy, the device may be confiscated and stored securely at the school office. In these circumstances, the mobile device will usually be returned to the student or their parent/carer at the end of the school day.

Exceptions



Cranbourne East Primary School

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 — Student Use Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones — Student Use 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 Education Plan

2. Health and wellbeing-related exceptions

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

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	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 and extracurricular activities



Cranbourne East Primary School

Cranbourne East Primary School will provide students and their parents/carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile devices.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Travelling to and from school

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- CEPS Student Wellbeing and Engagement Policy
- CEPS Personal Property Policy
- CEPS Bullying Prevention Policy
- CEPS Digital Technologies Policy
- CEPS Acceptable Use Agreement for Learning Technologies
- CEPS Photography, Filming and Recording of Students Policy
- [Mobile Phones — Student Use Policy](#)
- [Weapons — Banning, Searching and Seizing Harmful Items](#)
- [Claims for Property Damage and Medical Expenses policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2023
Consultation	School Council
Approved by	Principal & School Council on 13 th December 2023
Next scheduled review date	November 2027