

## Student Use of Mobile Devices Policy

### Purpose

The purpose of this policy is to:

- To explain to our school community the Department's and Balwyn North Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices [including smart watches or personal tablets] during school hours.

### Scope

This policy applies to:

1. All students at Balwyn North Primary School and,
2. Students' personal mobile phones, smart watches, personal tablets and smart fitness devices. (This policy does not apply to technological devices that are part of the school 1:1 netbook program).

### Definitions

**A mobile device** is a personal device with cellular connectivity including the following:

**A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

**A smart watch** is a watch with access to a cellular (telecommunication) system, with or without a physical connection to a network.

**A personal tablet** is a wireless, portable personal device with a touch screen with access to cellular (telecommunication) system, with or without a physical connection to a network.

**A smart fitness device** is a fitness tracker which can have cellular connectivity.

### Implementation

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

At Balwyn North Primary School:

- Students who choose to bring mobile devices to school must have them switched off and stored securely during school hours. Students wearing smart watches or smart fitness devices must have connectivity and notifications switched to off during school time.
- 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 devices must not be used at Balwyn North 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 device for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

## Secure storage

Mobile devices owned by students at Balwyn North Primary School are considered valuable items and are brought to school at the student's and parent/carer's risk. Students are encouraged not to bring a mobile device to school unless there is a compelling reason to do so. Please note that Balwyn North 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.

Where students bring a mobile device to school, Balwyn North Primary School will provide access to secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Balwyn North Primary School students are required to store their phones in a lockable cupboard or cabinet within their learning area. These will be unlocked by teachers at 8:50am and be locked at 9:00am. In the afternoon, the cabinet/cupboard will be unlocked at 3:30pm. At 3:45pm any uncollected items will be taken to the central administration office for secure storage.

## Enforcement

Students who use their personal mobile devices inappropriately at Balwyn North Primary School may be issued with consequences consistent with our school's existing Student Engagement Policy and Balwyn North Primary Student Acceptable Use Agreement.

At Balwyn North Primary School inappropriate use of mobile devices is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile device:

- 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 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 Policy](#).

The two categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

### *1. Learning-related exceptions*

<b>Specific exception</b>	<b>Documentation</b>
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, learning difficulty or language barrier	Individual Learning Plan, 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

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**

Balwyn North 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 devices.

### **Exclusions**

This policy does not apply to

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

### **Evaluation**

This policy will be reviewed as a part of the school's three year review process.

**Date ratified:** 3/12/19