



### **Help for non-English speakers**

If you need help to understand the information in this policy, please contact  
Aitken

Hill Primary School Ph: 8377 1000

## **PURPOSE**

To explain to our school community the Department's and Aitken Hill 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 Aitken Hill 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. For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

## **POLICY**

Aitken Hill Primary School understands that students may bring a personal mobile phone and other personal mobile devices to school, particularly if they are travelling independently to and from school.

At Aitken Hill Primary School:

- Students who choose to bring mobile phones and personal devices to school must have them switched off or on silent and securely stored at the office during school hours
- 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 — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Aitken Hill 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 Aitken Hill 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 Aitken Hill 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 Aitken Hill Primary School's Personal Property Policy or the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Aitken Hill Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Aitken Hill Primary School students are required to hand their phones into the school administration office by 8:50am to be placed in a lockable storage container.

## Enforcement

Students who use their personal mobile phones inappropriately at Aitken Hill Primary School may be issued with consequences consistent with our school's existing student. *Student Wellbeing and Engagement* policy and our *Code of Conduct*.

At Aitken Hill 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, o Health and wellbeing-related exceptions; and o 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:

[Note: The documentation types listed below have been highlighted in yellow as these are suggestions only. Schools can amend those highlighted words if these are not the documents that they wish to use locally to record this type of information.

Note: In practice, schools may choose never to allow the use of mobile phones for specific learning activities for the whole class as listed in the first exception below.

Note: Some examples of health and wellbeing related exceptions may include: a student with diabetes may use their mobile phone to monitor their blood sugar; a young carer providing care to a parent with health issue may need to use their mobile phone to discuss health issues with medical professionals and the person they are caring for, during the school day].

### **1. Learning-related exceptions**

<b>Specific exception</b>	<b>Documentation</b>
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	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**

Aitken Hill 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 Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- iPads and all other personal devices

## **COMMUNICATION**

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

- Available publicly on our school's Compass portal
- Included in staff induction processes and staff training
- Included in school newsletter
- Included in staff handbook/manual

- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- Aitken Hill Policies <https://www.aitkenhillps.vic.edu.au/page/10/-Policies>
  - o *Student Wellbeing and Engagement Policy*
  - o *Code of Conduct*
  - o *Personal Property Policy*
- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2025
Consultation	March School Council
Approved by	Principal
Next scheduled review date	March 2028