



## Help for non-English speakers

If you need help to understand this policy, please contact the school Principal on 52 672 134.

## PURPOSE

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

## SCOPE

This policy applies to:

1. All students at Winchelsea Primary School and,
2. Students' personal mobile phones 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

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

At Winchelsea Primary School,

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours in the school safe
- 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 Winchelsea 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 Winchelsea 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 Winchelsea 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 phone to school, Winchelsea Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Winchelsea Primary School students are required to store their phones in the school safe by dropping them into the office each morning.

## Enforcement

Students who use their personal mobile phones inappropriately at Winchelsea Primary school may be issued with consequences consistent with our school's existing student engagement policies.

At Winchelsea 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 and wellbeing-related exceptions; and
  - Exceptions related to managing risk when students are offsite.
- can be granted by the Principal.

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

Winchelsea 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

## RELATED POLICIES AND RESOURCES

- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2023
Consultation	Has taken place with School Council in December 2023
Approved by	Principal
Next scheduled review date	December 2026